



CITY OF ELEPHANT BUTTE

P. O. Box 1080
Elephant Butte, New Mexico 87935
(575) 744-4892
FAX (575) 744-4493

Event Date: _____

Deposit Received: _____

Receipt No. : _____

Received By: _____

Community Center Rental Agreement

1. RENTER INFORMATION

- Name of Renter/Organization: _____
- Primary Contact Person: _____
- Phone Number: _____
- Email Address: _____
- Mailing Address: _____

2. EVENT DETAILS

- Type of Event: _____
- Date(s) of Event: _____
- Time of Event (Start – End): _____
- Estimated Attendance: _____
- Setup/Breakdown Time: _____

3. RENTAL CATEGORY (check one):

☐ Private Party (birthday, wedding, family reunion, etc.)

☐ Commercial/Corporate (business meetings, vendor fairs, paid admission events, etc.)

4. RENTAL FEES – Per Day

Category	Rental fee	Deposit	Hourly Overage	Cleaning fee
Weekend Rental – Private Party	\$300.00	\$150.00	\$25.00	Deposit
Private Party – 1 Day	\$200.00	\$100.00	\$25.00	Deposit
Weekend Rental – Commercial/Corporate	\$450.00	\$300.00	\$25.00	Deposit
Commercial/Corporate – 1 Day	\$300.00	\$200.00	\$25.00	Deposit

All deposits are refundable pending post-event inspection.

One day rentals are Monday – Friday 8:00am – Midnight. The keys shall be returned no later than 8:00am on the following business day. There are two drop boxes at City Hall.

Weekend rentals are from 4:00pm Friday – Midnight Sunday. The keys shall be returned no later than 8:00am on Monday. There are two drop boxes at City Hall.

Hourly charges will be taken from the provided deposit for each hour the key is late.



CITY OF ELEPHANT BUTTE

P. O. Box 1080

Elephant Butte, New Mexico 87935

(575) 744-4892

FAX (575) 744-4493

5. TERMS AND CONDITIONS

PLEASE READ AND INITIAL ALL TERMS AND CONDITIONS SET FORTH.

A. General Use:

- Rental includes access to the Community Center's main hall, restrooms, kitchen, and tables/chairs.
- All setup and cleanup must be completed within the reserved time.
- All exterior doors shall be locked upon leaving. All windows shall remain closed. All doors shall remain closed during the use of the Refrigerated Air Conditioning.

B. Prohibited Activities:

- No smoking inside the facility.
- No open flames or fireworks.
- No illegal substances.

C. Alcohol Policy:

- Alcohol is permitted only with prior approval and must comply with all state and local laws.
- Alcohol shall be served by a current NM licensed business.
- Security is required for events where alcohol is served.
(See addendum A&B for further details.)

D. Insurance Requirements (Commercial/Corporate only):

- A Certificate of Liability Insurance naming the City of Elephant Butte as additionally insured is required at least 7 days prior to the event.
- Minimum coverage: \$1,000,000 general liability.
(See addendum C for further details.)

E. Damage and Cleanup:

- Renter is responsible for any damage caused during the event.
- Sweep and mop all floors. Dust mop and wet mop bucket are in closet in the kitchen.
- Clean all kitchen surfaces; countertops, island, and serving window.
- No glitter, tacks, or tape of any kind on the walls or floors.
- Clean tables with damp cloth and move tables to the original position.
- All chairs must be wiped with a damp cloth and rehung on rolling racks.
- Remove all items from the fridge and freezer and clean after use. Do not adjust the temperature of the refrigerator.
- All garbage must be removed and hauled offsite for disposal. All trash cans must be cleaned if bags have fallen or not used. Dumpsters are not available and trash left is automatic forfeiture of deposit.

F. Cancellation Policy:

- Cancellations made more than 14 days in advance will receive a full refund.
- Cancellations within 14 days shall forfeit the deposit.



CITY OF ELEPHANT BUTTE

P. O. Box 1080
Elephant Butte, New Mexico 87935
(575) 744-4892
FAX (575) 744-4493

G. Indemnification:

- The Renter agrees to indemnify and hold harmless the City of Elephant Butte from any claims, damages, or liabilities arising from the use of the Community Center.

Addendum A: Alcohol Use Agreement

If alcohol is to be served, the renter must obtain approval from the City and provide necessary permits or licenses. The renter agrees to abide by all applicable state and local laws. Security personnel may be required by the NMRLD for alcohol service.

Addendum B: Security Requirements

Security is required for events where alcohol is served or when attendance exceeds 100 people. Security must be provided by a licensed and bonded security company approved by the City. All costs associated with security are the responsibility of the renter. Security personnel may be required by the NMRLD for alcohol service.

Addendum C: Vendor and Insurance Requirements

All vendors must provide proof of liability insurance and obtain any necessary permits. Commercial or corporate renters must provide a Certificate of Insurance, naming the City of Elephant Butte as additionally insured with a minimum of \$1,000,000 in coverage.

6. SIGNATURES

Renter's Signature: _____ Date: _____

City Representative Signature: _____ Date: _____

STAFF TO COMPLETE

- ☐ Deposit received _____ Must be received to secure rental.
- ☐ Community center checked prior to rental by _____
- ☐ Community center checked after rental by _____
- ☐ Community center key returned _____
- ☐ Acceptable condition of all facilities _____
- ☐ Deduct for damages if applicable \$ _____



CITY OF ELEPHANT BUTTE

P. O. Box 1080

Elephant Butte, New Mexico 87935

(575) 744-4892

FAX (575) 744-4493

COMMUNITY CENTER CLEANING REQUIREMENTS

MAIN HALL – GENERAL GUIDELINES

- Renter is responsible for any damage caused during the event. This includes the entire property; inside and outside.
- Facility must be left clean and free of trash.
- Signs, pictures, and pre-existing decorations shall not be moved or damaged.
- No thumbtacks or push pins shall be used to hang decorations.
- No packing tape, duct tape, or tacky style tape shall be used on any surface.
- Sweep and mop all floors. Dust mop and wet mop bucket are in closet in kitchen. Mop water shall not be disposed of in any sink or toilet. Mop water shall be disposed of outside.

STORAGE ROOM – GENERAL GUIDELINES

- Clean tables with damp cloth and move tables to the storage room.
- All chairs must be wiped with damp cloth and placed on racks in storage room.

KITCHEN – GENERAL GUIDELINES

- Kitchen shall be left clean; this includes all personal items removed from the freezer and refrigerator, clean counter tops and floors, etc. All stainless-steel surfaces shall be cleaned and maintained with stainless steel cleaner only. No abrasive cleaners.
- Do not adjust the temperature of the freezer or refrigerator at any time.

BATHROOMS – GENERAL GUIDELINES

- Bathrooms shall be left clean; this includes the toilets, counter tops, changing station and all trash.

TRASH

- All garbage must be removed and hauled offsite for disposal. All trash cans must be cleaned if bags have fallen into the can. DUMPSTER IS NOT AVAILABLE AND TRASH LEFT IS AUTOMATIC FORFEITURE OF DEPOSIT.

Thank you, City of Elephant Butte