

APPLICATION FOR BUILDING OR PROPERTY USAGE PERMIT

Applicant: _____ Today's Date: _____

Address: _____ Phone: _____

Contact Person _____ Phone: _____

Building/Property Requested _____ Date(s) Requested _____

Is this for an Organization or Group use? Yes No Time: _____

Name of Organization: _____

Purpose _____

Open/Close Fee: \$50.00 Fee: \$10.00 Per Hour

Proceeds of the activity or event will benefit: _____

Name of person who will be responsible: _____

Daytime phone: _____ Evening phone: _____ Best time to reach: _____

Address: _____

Is the responsible party a Valencia County resident? Yes No

Is kitchen use requested? Yes No

If yes please check the kitchen equipment your group is requesting use of:

Stove Refrigerator Microwave Coffee Maker

Deposit and Insurance: Deposits and Certificates of Insurance are due with application

Building or Facility Usage Deposit \$100.00(the facility must close at 11:00pm); Kitchen \$50.00

If building is not cleaned and vacated by 11:00 p.m., an additional \$50.00 per hour fee will be accessed.

I hereby am aware and agree to abide by all rules and regulations governing the use of the facility and equipment.

Applicants Signature

Date

For Office Use Only

Deposit:

Community Room \$100.00 _____ ; **Kitchen \$50.00** _____ ; **Total: \$** _____

Open/Close Fee:\$ _____ **Per Hour Fee:\$** _____ **Total: \$** _____

Clean-up and Security Deposit paid: Date ___/___/___; **Refund of Deposit Date** ___/___/___

Cash _____ Check # _____

Approved by: _____ Date: _____

County Manager or designated Representative

FAQ's

Building or Property Usage

Building or property use is first come, first served. All paperwork and fees must be submitted to reserve the building or property.

Anyone applying for use of building or property (community center, etc) must provide insurance. If you are a homeowner, your homeowner insurance company may be able to provide a rider policy for small fee. If you are not a homeowner, you may complete the Tenant Users Liability Insurance Program (TULIP) packet.

Include set up and clean up in your time request.

All fees (hourly and deposits) are due upon submission of application and insurance. Checks should be payable to: Valencia County Government.

A walk through of the facility is done prior to and upon the conclusion of your event. Ensure all refuse is removed and building is cleaned – this will assist in return of your deposit.

Deposits are held until the event has concluded and Valencia County is reasonably satisfied of condition. After a satisfactory ending walk though, your deposit(s) will be returned.