

Valencia County

Exhibit A

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