

**MESA COMMUNITY CENTER  
FACILITY USE LICENSE**

*The Mesa Community Club Board has the right to refuse a Use License to any person(s) or entity.*

Licensee/Name \_\_\_\_\_ Driver's License # or Employer ID # \_\_\_\_\_  
Organization \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Physical Address \_\_\_\_\_  
Phone \_\_\_\_\_ Cell/Work Phone \_\_\_\_\_  
Email \_\_\_\_\_

Room(s) requested \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Time Event is to Begin: \_\_\_\_\_ Time Event is to End: \_\_\_\_\_  
Date of set up: \_\_\_\_\_ Time Set up is to Begin \_\_\_\_\_  
Cleanup to be completed by (date and time): \_\_\_\_\_

PID Member?      Yes    No                      Type of Rental:      Private              Public  
Purpose of Use \_\_\_\_\_  
Approximate number of guests: \_\_\_\_\_ (Maximum Capacity of Main Bldg Gym is 300)

Will there be Alcohol Present?      No              Yes

**Alcohol Policies: Please initial if you will be having alcohol at the event.** \_\_\_\_\_

- Alcohol cannot be sold without a Special Events Permit issued by Mesa County. Only non-profit organizations can apply for Special Events Permits. If alcohol is to be sold, a copy of the permit must be returned with this Use License.
- Alcohol may be provided to guests of legal age if no money is exchanged for the alcohol.
- An additional \$250 deposit is required if alcohol will be served at the event.

**Fees:**

Rental Fee [See rate sheet for clarification] \_\_\_\_\_  
Security/ Damage Deposit \_\_\_\_\_  
Alcohol Deposit \_\_\_\_\_  
Total Amount Due \_\_\_\_\_

**Payment Policies:**

- Member rates are only available to residents and property owners of the Mesa Community Center Public Improvement District.
- The Mesa Community Club will receive only money orders or checks as payment for rental fees and damage deposits. Checks shall be made payable to Mesa Community Club.
- If the Mesa Community Club receives a check as payment for fees and deposits that does not have sufficient funds, all reservations will be cancelled immediately. A fee of \$25 plus bank charges will apply.

**Payment in full is required with the return of this Use License. The facility is not officially reserved until the rental fee and deposits are received.**

**Cancellation Policy:**

If an event must be cancelled, the Use License fee will be refunded under the following formula:  
25% will be **forfeited** if cancellation is more than 60 days prior to event  
50% will be **forfeited** if cancellation is 31-60 days prior to event  
75% will be **forfeited** if cancellation is 15-30 days prior to event  
100% will be **forfeited** if cancellation is 0-14 days prior to the event.

In the event of a cancellation, security and/or alcohol deposits will be refunded in full.  
The board may consider extenuating circumstances.

**Refund of Security/Damage Deposit Policy:**

The security/damage deposit will be refunded in full within thirty (30) business days under the following conditions:

- No damages are sustained to the facility or to any property or equipment within the MCC facility.
- User did not exceed times specified for event
- The keys were returned to the MCC rental manager
- All decorations, objects, food and property not belonging to the MCC are removed from the facility
- The areas used by the Licensee are returned to a clean and rentable condition. A checklist with specific details is provided by the MCC. If not left in clean condition, there will be a \$50/hr charge for cleaning.

The Licensee shall pay any damage and cleaning charges above the amount of the security deposit within ten days of receipt of an invoice detailing such charges.

**Additional Policies:**

- The outdoor areas are public access and are not included as exclusive to the rental.
- No signs, posters, banners, etc. shall be posted on the MCC grounds without prior approval.
- Any alterations to the building must have prior approval and be completed by a licensed professional and removed or reversed promptly after the event.

The Licensee assumes liability for loss or damage to the MCC property that results from its use of the facility, and agrees to hold the MCC harmless for loss or damage to the persons or property of Licensee's members or guests while at the facility. The licensee shall abide by all terms and conditions stated in this Use License.

All the information on the Facility Use License is correct. I understand that if I have provided fraudulent information regarding my residence in the Mesa Community Club PID or the circumstances of the event, the Mesa Community Club will have the right to cancel the event and keep all payments, including the deposit.

**I have read and agree to the terms of the foregoing Use License. By my signature below I certify that I have full authority to bind the Licensee on all matters set forth herein and that I am the principal person responsible for this event.**

\_\_\_\_\_  
On Behalf of Licensee (above the age of 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mesa Community Center Representative

\_\_\_\_\_  
Date

**Please return completed Use License and Fees to:**

Mesa Community Club PO Box 54 Mesa, CO 81643
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