



Facility Use Agreement

Please complete and submit this form with your payment & your insurance certificate (if required).

Facility Requested: Courthouse Lawn Community Room Hearing Room Conference Room _____

Security Deposit Amount (if any): _____

Organization: _____

Name of Event: _____

Date(s) of Event: _____

Description of Event: _____

Estimated Number of Attendees? _____

Event Planner/Contact: _____

Event Planner/Contact Email: _____ Phone Number: _____

When will your Event/Activity	Exact Date(s)	Exact Time(s)
Setup Begin		
Event/Activity Begin		
Event/Activity End		
Cleanup End		

In consideration of the use of the above-named Facility, the undersigned hereby agrees to the following:

- 1. Event Capacity Limits:** I agree to limit attendance at the event to any posted capacity limits in County facilities. I further agree that it is my sole responsibility to understand and enforce potential state and local public health capacity restrictions that may be in place at the time of the event.
- 2. Clean Up:** I agree to pay for any cleaning services that the County provides or utilizes following my event should such cleaning be required as determined solely by the County. I further agree to pay for any damages to County facilities or property that occur during my event. It is the responsibility of the event organizer to provide for their own trash/recycling removal. The use of the County’s dumpsters is prohibited.

3. **Alcohol:** I agree that permission from the County Manager is required to serve alcohol. I understand that there may be additional insurance, deposit, or other requirements for events that serve alcohol.
County Manager Approval: _____
4. **Materials & Grounds:** I agree to limit the use of materials (such as decorations, informational materials, service stations, etc.) to those that are required for my event. I agree that no glitter, nails, screws, tacks, staples, hangers, tape, push pins, or other materials considered harmful or defacing to the facility structure shall be used.
5. **Parking & Grounds:** I understand that the County does not guarantee on-site parking. Vehicle parking is allowed in marked/designated parking spots only. Tents/sunshades are allowed with written approval and if secured with sandbags; the use of ground stakes is not allowed and no ice is to be dumped on the lawn.
6. **Technical or Maintenance Support:** I understand that the County does not provide support or services for my event. This includes but is not limited to IT, security, traffic control etc.
7. **Meeting with County Staff:** I agree to meet with County staff prior to the Event. For large-scale or first-time events, the Event representative is encouraged to do a walk-through with staff to discuss the use of the facility and the County's policies. At a minimum, a phone or email conversation is required.
8. **Key Pickup:** I agree to pick up any needed keys during normal County office hours no more than one day prior to my event or by 11:30 am on Friday if weekend event. I further agree to return the keys the day after my event or on Monday, if a weekend event.
9. **Cancellation:** I agree to provide two weeks' written notice of cancellation should my event be canceled or postponed.
10. **Use of Facilities Not Guaranteed:** I understand that County activities and operations take priority over my event and that such activities, any mechanical failures, or other unforeseen circumstances may require the postponement or cancellation of my event by the County. Should this occur, I agree that the County is in no way responsible and I waive any claim for damage or compensation.
11. **Laws:** I agree to follow all federal, state, and local laws, regulations, or policies on the premises and regarding this rental. Specifically acknowledging that:
- a. Pets are not allowed in County buildings except for service animals.
 - b. Smoking or vaping of any kind is not permitted inside the facility or within 20 feet of the outside of the building.
12. **Release of Liability:** I hereby indemnify and hold harmless the County and its officers, agents, and employees from any, and all liability, damages, loss, cost, and expenses on account of any claim, suit, or action made or brought against the County, its officers, agents, or employees for the death of or injury to persons or destruction of property arising out of or claimed to arise out of the use of County facilities pursuant to this Facility Use Agreement.

13. Public Health: I agree to comply with Routt County Public Health Orders on the day(s) of my event. I acknowledge the contagious nature of COVID-19 and other infectious diseases and voluntarily assume the risk for myself and for my guests who may be exposed to or infected by attending my event and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or affected by infectious diseases result from the actions, omissions, or negligence of myself and others, including, but not limited to, my guests, caterers, or cleaning personnel. I also understand that facility availability, capacity levels, and guidelines are subject to change at any time due to public health restrictions.

14. Certificate of Insurance: I agree to purchase \$1,000,000 of general liability coverage naming Routt County, Colorado, and the Board of County Commissioners of Routt County as additional insured and provide a Certificate of Insurance to the County prior to the event. I understand that the County may also require Special Event insurance on a case-by-case basis.

I have read and understand this Facility Use Agreement. I agree to its terms and conditions:

Applicant Signature: _____

Date: _____

County Staff Signature: _____

Date: _____

Notes: