

BACA COUNTY RESOURCE CENTER

FEE SCHEDULE AND USAGE RULES

Sage Services participants may use the facility at no charge during the hours of 9:00 a.m. - 3:00 p.m. Monday-Thursday. After hours events and other groups will be charged the following fees for facility use:

Non-Refundable	Refundable	Refundable
Usage Fee Per Day	Cleaning deposit	Key Deposit
	\$100.00	\$100.00
Non-Profit \$35.00		

Facility usage fees and deposit must be paid when reservations are made. The fee will be deposited into the County General Fund. There will be a \$25.00 returned check fee on ALL checks that come back insufficient funds.

Prior to your event, a walk through will be conducted with a member of the County Staff. Once that is done, the event coordinator and County Staff will sign off. A second walk through will be conducted after the event is over. Upon the recommendation of the County Maintenance Supervisor, the check for the cleaning/key deposit will be returned to the event coordinator.

**BACA COUNTY RESOURCE CENTER
RENTAL CONTRACT**

I acknowledge that I have read the rules and agree to comply with them.
Also, I acknowledge that I am responsible for cleaning the Resource Center
after the function. It is not the responsibility of the County.

Event Coordinator

Organization

Date

Phone Number

Date of Event

Checks made payable to: **BACA COUNTY**

Key#: _____

Key Returned: _____

Usage Fee: \$35.00

Cleaning
Deposit: \$100.00

Cleaning
Deposit Date Returned: _____

Key
Deposit: \$100.00

Key
Deposit Date Returned: _____

Total Due: \$235.00

County Representative

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Usage Fee Per Day	Cleaning deposit	Key Deposit
	\$100.00	\$100.00
For Profit		
\$100.00		

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after the function. It is not the responsibility of the County.

Event Coordinator

Organization

Date

Phone Number

Date of Event

Checks made payable to: **BACA COUNTY**

Key#: _____

Key Returned: _____

Usage Fee: \$100.00

Cleaning
Deposit: \$100.00

Cleaning
Deposit Date Returned: _____

Key
Deposit: \$100.00

Key
Deposit Date Returned: _____

Total Due: \$300.00

County Representative

GENERAL RULES OF USAGE

1. The event organizer will be responsible for any repairs, materials and labor costs associated with repairing or replacing damage to the facility or its contents.
2. The event organizer will be responsible for making certain that the Resource Center is clean and in good condition following the event.
3. The event organizer will be responsible for emptying trash cans.
4. The event organizer will be responsible for turning off lights and locking all doors at the conclusion of the event.
5. All FOR PROFIT event organizers will need to provide proof of Liability Insurance coverage for the event prior to the time of the event.
6. It is the responsibility of the event organizer to pick up and return keys. Keys must be returned before noon on the business day following the event or the key deposit will be forfeited.
7. Use or possession of alcoholic beverages and controlled substance is prohibited on the premises. Smoking is prohibited in the building. Baca County Commissioners reserve the right to waive any and all fees at a regular scheduled Commissioner meeting.

CLEANING CHECK LIST

TABLES & CHAIRS

- ❖ Fold extra chairs and put on rack.
- ❖ Leave tables and chairs down as they were found.

THERMOSTATS

- ❖ Thermostat is pre-programmed. Please call if there is a problem.

MAIN ROOM

- ❖ Sweep Floors.
- ❖ Mop if needed.
- ❖ Check floor for large black marks and scuffs. These can be rubbed away with a paper towel.
- ❖ Trash cans need to be emptied and new bags placed in trash cans.
- ❖ Remove any decorations that are put up. Do not mar interior walls in any way. Be sure all tape is removed from tables and walls.

RESTROOMS

- ❖ Toilets flushed and cleaned.
- ❖ Hand towels and toilet paper replaced.
- ❖ Floors swept.
- ❖ Sink, counter and mirrors cleaned.
- ❖ Trash cans need to be emptied and new bags placed in trash cans.
- ❖ Make sure faucets are off and toilet is not running.
- ❖ Lights turned off.

ENTRY WAY MUST BE SWEEP

EXTERIOR

- ❖ Trash picked up in the parking lot.
- ❖ All trash bags inside trash dumpsters, lids closed.
- ❖ ALL DOORS CLOSED AND LOCKED.

KITCHEN USE

There is an additional after-hours staffing fee of Ten Dollars (\$10.00) per hour for nights and weekend events utilizing the kitchen. Please call Wanda Cain 719-523-6493

KITCHEN RULES

- ❖ Remove all food from kitchen; including the refrigerator and freezers.
- ❖ Tie up trash bags and deposit in dumpster outside. Sweep and mop kitchen floor.
- ❖ Clean counter tops.
- ❖ DO NOT leave dirty dishes.
- ❖ Clean stove top. The ovens are self-cleaning. Wipe with damp cloth ONLY. Do not use cleaning powder or scratcher on the ovens. A designated person will clean ovens when needed.
- ❖ DO NOT line the oven bottom or completely cover an oven rack with aluminum foil as it could damage the oven and interfere with heat circulation in the oven.
- ❖ Make sure all windows are closed and locked before leaving.
- ❖ Turn off all range hoods when finished.
- ❖ Report any problems encountered with facility or appliances to Maintenance or County Commissioners' Office.
- ❖ Report all damages to County Commissioner's Office 523-6532.