

CITY OF COLFAX

RULES AND REGULATIONS

(TO ACCOMPANY ALL APPLICATIONS FOR USE OF FACILITIES)

1. A \$100.00 damage and cleaning deposit is charged for all functions. Any damage or required cleaning incurred by group will be deducted from deposit. No portion of the \$100.00 deposit will be refunded until all costs are paid.
2. The total fee for any function is due two (2) weeks prior to the function. The deposit will hold facilities until this time. Any date will become "open" if the entire amount is not paid two (2) weeks in advance.
3. Activities must be under the supervision of a responsible adult and they must be present at all times.
4. The number of persons shall not exceed the regular capacity of facility being leased.
5. The City of Colfax equipment will not be used unless specifically authorized.
6. The using group will return the facilities to its original condition before leaving, including clean-up.
7. No rice is allowed at wedding receptions.
8. Appropriate Insurance coverage shall be maintained and provided during the use of the facilities and evidence of such Insurance shall be submitted to the City no later than ten days prior to use of the facility. The attached Insurance and Indemnification agreement shall be signed by an officer of the organization using the facilities.

On behalf of myself and _____, I agree to above conditions.

Signature _____

Dated: _____