

# ELDORADO

*at Santa Fe*

1 La Hacienda Loop  
Santa Fe, New Mexico 87508  
Office: 505-466-4248

## ECIA Application for use of the Community Center Facilities

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### Applicant Information:

Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Cell: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Function: \_\_\_\_\_

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Requested day(s) and date(s) of function: \_\_\_\_\_

Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Note: ECIA offices observe most Federal holidays & will not accept reservations on those days.**

Approximate Number of Attendees: \_\_\_\_\_

Note: Applicant must be present for event duration.

1. Will there be amplified music/sound? \_\_\_\_\_
    - See terms and conditions regarding amplified music (page 2)
  2. Will alcohol be served/sold? \_\_\_\_\_
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### Area(s) Requested (Highlight or Circle):

Railroad Building

Conference Room

Foyer

Classroom

Patio Area

Entire Facility

Kitchen

Living Room

Grass Island

**Definitions:**

**1. Rental Periods:**

- a. Two Hours- Any two hour period from 8:00 AM to 5:00 PM, Monday thru Friday.
- b. Half day- Any three or four hour period from 8:00 AM to 5:00 PM, Monday thru Friday.
- c. Full day- Any period in excess of four hours from 8:00 AM to 5:00 PM.
- d. Weekends, Saturday 8:00 am to 10:00 PM. Sundays are closed.
- e. Overnight rentals are not permitted.

2. Eldorado resident- Eldorado lot owner in good standing.

3. Eldorado Organization/non ECIA members- Examples include: ECIA Committees & Clubs.

4. Other- Events where ECIA members or person rents facility for commercial use.

**Rental Fees/Deposits/Documents**

1. Rental fees are per the attached schedule: rental fees/ deposits/documents.

2. A \$100 cleaning/damage deposit is required for each scheduled event.

3. A \$200 Amplification deposit is required for events using amplification.

4. Where more than 50 guests are expected, a port-o-potty will be required.

5. Liability insurance policy in the amount of \$1 million, naming both ECIA &HOAMCO as additionally insured and as the certificate holder.

6. Groups charging people for classes or events will be charged \$25/hour and will be required to provide a liability insurance policy in the amount of \$1 million, naming both ECIA &HOAMCO as additionally insured and as the certificate holder

**Deposit will be forfeited upon:**

1. Failure to promptly clean up after event.

2. Identified facility damage.

3. Failure to comply with request(s) by ECIA Rep to lower sound volume or other issues.

4. Failure to vacate building on time.

5. Failure to comply with terms & conditions of this document (please see page 3).

**Terms and Conditions**

1. Eldorado resident applicant must be and ECIA member in good standing. All applicants must be 21 years of age or older.
2. Non-members applicant must be at least 21 years of age or older.
3. **Reservations** must be made at least 1 week in advance and are first come, first served. **Any attempted reservation less than a week in advance may not be accepted.** Reservation is confirmed when ECIA receives: A signed application and all applicable fees, insurance and documents. Each deposit must be issued as a separate check. Returned checks result in a \$25.00 fee plus all bank fees.
4. **Applicant must notify ECIA office at least 24 hours** prior to the event for cancellation or changes to the event. If the event is during a weekend, **applicant must notify the ECIA office before 10 AM on the preceding Friday.** Failure to notify will result in \$100.00 cancellation fee.
5. **Regular scheduled event:** are restricted to 1 year terms. Regularly scheduled is defined as renting facility for the same event at least monthly for no less than 3 months. Those continuous events requiring a deposit must have a current unexpired check on hand at all times. All continuous agreements must be renewed every January 1st.
6. **Applicant will check in with the office prior to event for set-up and at end of event for inspection purposes.** Rental period will include set-up & clean up time. Renter must vacate building at designated time. An ECIA representative will lock the facilities afterwards. For further assistance, cancellation, time changes, etc., please contact the ECIA office at 466-4248. Please park in marked parking spaces only.
7. **Tables and Chairs** are available for use while renting the facility and must be cleaned and returned to storage. Under no circumstance will tables and chairs be removed from the ECIA Community Center property.
8. **Applicant must clean up afterward, leaving facility in same condition as before the event.** For example: emptying trash into outside dumpster, sweeping and mopping floors, cleaning tables, clean kitchen stove, etc. Any damage to ECIA property must be reported to the ECIA office as soon as possible.
9. **Recycling is required by the ECIA.** Appropriate recycling containers will be available for all renters. Parties are responsible for all glass items. No glass can be left on the property. Renter will lose rental damage deposit if glass is left onsite.
10. **Applicant agrees to indemnify holding harmless the ECIA:** its staff and representative from and against any and all liability arising out of community center usage. Insurance must be obtained by renter.
11. **If your event includes Alcohol and Amplified music/sound:**
  - a. You are directly responsible for all of your guests. The serving and consumption of alcohol shall be conducted under the laws of the State of New Mexico. Alcohol Insurance covering \$1 Million must also be included with the rental application.

b. All amplified sound must end promptly at sunset. All non-amplified sound must end promptly at 9:00 PM.

12. All ECIA sponsored events, Board and Committee meetings will take precedence over any other reservations. Effort will be made to accommodate any reservations already scheduled by outside entities; however, no promises can be made. In the event a fee has been charged for the room reservation, the fee will be refunded. ECIA will notify applicant of scheduling conflicts as soon as we are made aware of a conflict.

**ECIA will withhold the security deposit and amplification deposit for blatant disregard of any of the above.**

**My signature indicates I have read, understand and agree to all stipulations within each of the following:  
1. Application; 2. Terms & Conditions; 3. Rental Fees, Deposits, and Insurance.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ECIA Community Center Rental Fees – Private Use (HOA’s, Private Companies, Parties, etc..):**

	<b>Location</b>	<b>2 Hours (8am-5pm)</b>	<b>Half Day (8am-5pm)</b>	<b>Full Day (8-5pm)</b>
<b>Weekday</b>	Per Room	\$35.00	\$60.00	\$100.00
	Railroad Building	\$50.00	\$100.00	\$175.00
<b>Saturday</b>	Per Room	\$50.00	\$75.00	\$125.00
	Railroad Building	\$80.00	\$110.00	\$175.00

**Additional Fees and Deposits - No Exceptions**

- \$ 100.00 Cleaning, damage, and recycling deposit
- \$ 25.00 Extra Charges for use of kitchen
- \$ 200.00 Amplification Deposit
- \$25/hour for charging for classes/events