

ELDORADO

Community Improvement Association

ECIA Application for use of the Community Center Facilities

Applicant Information:

Applicant Name: _____ Phone Number: _____

Cell: _____ Address: _____

Email: _____

Type of Function: _____

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 4)

2. Will alcohol be served/sold? _____

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 9:00 PM.
 - b. Half Day- Any three- or four-hour period from 8:00 AM to 9:00 PM.
 - c. Full Day- Any period more than four hours from 8:00 AM to 9:00 PM.
 - d. Weekends, Saturday/Sunday 8:00 AM to 10:00 PM.
 - e. Overnight rentals are not permitted.
2. ECIA – Eldorado Community Improvement Association.
3. Eldorado Resident- Eldorado lot owner in good standing.
4. Eldorado Organization - examples include: ECIA committees and clubs.
5. Non-ECIA Members - examples include: other clubs outside ECIA.

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. Liability insurance policy in the amount of \$1 million, naming both ECIA & HOAMCO as additionally insured and as the Certificate Holder.
5. For-profit groups 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 and HOAMCO as additionally insured and as the Certificate Holder.

Deposit will be forfeited upon:

1. Failure to promptly clean up after the event.
2. Identified facility damage.
3. Failure to comply with request(s) by ECIA Representative to lower sound volume or other issues.
4. Failure to vacate the building on time.
5. Failure to comply with the terms and conditions of this document (please see page 3)

Terms and Conditions

1. Eldorado resident applicant must be an ECIA member in good standing. All applicants must be 21 years of age or older.
2. Non-member applicant must be sponsored by an ECIA Member in good standing and 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 serve. **Any attempted reservations 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 any additional 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, the **applicant must notify the ECIA office before 10 AM on the preceding Friday**. Failure to notify will result in forfeiting the deposit of \$100.00.
5. **Regular scheduled event:** Regularly scheduled events are restricted to 1-year terms. Regularly scheduled is defined as renting the facility for the same event at least monthly for no less than 3 months. Those continuous events requiring a deposit must always have a current unexpired check on hand. All continuous agreements must be renewed by January 31st.
6. **Applicant must check in with the office prior to event for set-up and at the end for inspection purposes.** The rental period will include set-up and clean up time. Renter must vacate the building at the designated time. An ECIA representative will lock the facility after the event. For further assistance, cancellation, time changes, etc., please contact the ECIA office at 505-466-4248. 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 circumstances will tables and chairs be removed from the ECIA Community Center property.
8. **Applicant must clean up after the event, leaving the facility in same condition as before the event.**
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. Renters will lose rental damage deposit if glass is left onsite.

10. If your event includes alcohol and amplified music/sound:

- a. You are directly responsible for all guests. The serving and consumption of alcohol shall be conducted under the laws of the State of New Mexico. Additional 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.**

11. All ECIA sponsored events, Board and Committee meetings, will take precedence over any other reservations. Efforts 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 the applicant of a scheduling conflict as soon as we are made aware.

ECIA will withhold the security deposit and amplification deposit for blatant disregard to 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....):

	Location	2 Hours (8am-5pm)	Half Day (8am-5pm)	Full Day (8am-5pm)
Weekday	Per Room	\$35.00	\$60.00	\$100.00
	Railroad Building	\$50.00	\$100.00	\$175.00
	Patio/Island	\$150.00	\$200.00	\$275.00
Saturday or Sunday	Per Room	\$50.00	\$75.00	\$125.00
	Railroad Building	\$80.00	\$110.00	\$175.00
	Patio/Island	\$150.00	\$200.00	\$275.00

Additional Deposits – No exceptions

\$ 100.00 Cleaning, damage, and recycling deposit
\$ 200.00 Amplification Deposit

Additional Fees – No exceptions

\$ 25.00 for use of kitchen
\$ 25/hour for charging for classes/events