

MESILLA COMMUNITY CENTER AUDITORIUM RENTAL FORM

(Physical address: 2251 Calle de Santiago, Mesilla, NM 88046)

Town of Mesilla* P.O. Box 10, Mesilla, NM 88046 * Phone (575) 524-3262 * Fax (575) 541-6327 * www.mesilla-nm.org

Name of Person/Organization: _____ Today's Date: _____

Contact Person: _____

Mailing Address: _____

Phone: _____ Email: _____

Date(s) of event to be held: _____

Type of event: _____

Time of event (i.e., 10 a.m. to 4 p.m.): _____

PLEASE NOTE: Rental time includes SET-UP and TEAR-DOWN. Renter is not allowed to set-up or tear-down decorations, tables, chairs, etc. **before** or **after** paid rental times. Town of Mesilla reserves the right to remove any decorations, tables, chairs, etc. that are set up before or after rental times.

Please check ONE of the following:

_____ Town of Mesilla resident: 50% discount (*Drivers license, utility bill with Mesilla address required*)

_____ NOT a Town of Mesilla resident

<u>Number of Hours Event will Last (check one)</u>	<u>Rental Fee</u>	<u>Cleaning Deposit</u>
_____ up to four (4) hours	\$300.00	\$150.00
_____ up to six (6) hours	\$500.00	\$250.00
_____ up to eight (8) hours	\$700.00	\$350.00

PLEASE NOTE: BUILDING KEY MUST BE RETURNED BY 5 P.M. NEXT BUSINESS DAY
There will be an additional key return fee of \$500 for the purpose of re-keying the building if key is not returned by the deadline.

Please make checks payable to Town of Mesilla. Rental fee must be submitted 10 days before the rental date.

- The refundable cleaning/key deposit is required at the time of community center reservation. (SEE BACK FOR CLEANING INSTRUCTIONS AND CHECKLIST)
- **PLEASE NOTE:** Only non-profit organizations are eligible for the non-profit fee. Non-profit fee is a 50% discount. Cleaning deposit fee is not discounted.

FEE SCHEDULE FOR THE USE OF TOWN EQUIPMENT AND PERSONNEL

(Fee schedule is non-exempt and not subject to a waiver):

Please check one of the following IF you choose to purchase an equipment and personnel package:

- _____ A. Tables and Chairs Package (\$200.00 for tables/chairs and 2 employees)
Includes 10 tables, 50 chairs and trash pick-up and disposal
Minimum of 2 employees at a minimum of 2 hours per employee
Applicant will be invoiced \$25.00/hour per employee for service that exceeds 2 hours per day
- _____ B. Trash Pick-Up & Disposal Package (\$100.00 for 1 employee per day; \$200.00 for 2 employees per day)
Includes maximum of 3 trips per day
Applicant will be invoiced \$25.00/hour per employee for service that exceeds 2 hours per day

- The applicant will be responsible for any and all damage, breakage, theft or vandalism that occurs inside or outside the Mesilla Community Center as a result of this event.
- Temperature control: The applicant is NOT permitted to adjust the thermostat. The Town of Mesilla staff will set the thermostat appropriately prior to the event. In the event of an EMERGENCY, i.e. the AC does not turn on at all, the applicant should contact the Town of Mesilla Public Works Director at 636-7553, Public Works Foreman at 993-2321 or Public Works on-call employee at 650-8830. The applicant will be responsible for any and all damage, breakage, theft or vandalism that occurs as a result of tampering with the thermostat.
- All rental times include set-up and break-down.
- No event shall last more than eight (8) hours per day without written consent from the town.
- The applicant will be responsible for the number of hours that the event will take place, and the applicant will inform the Town of Mesilla if the number of hours exceeds the figure stated on this form and pay additional fees if applicable.
- The cleaning deposit will be refunded the second working day following the event if the clean-up is accomplished by the applicant and is approved by the Town of Mesilla Public Works Director. Cleaning supplies must be provided by the applicant. The Town of Mesilla does not provide cleaning supplies. If clean-up is not approved, the cleaning deposit will not be returned. "Clean-up" includes:
 - Sweeping
 - Mopping
 - Wiping down the tables and chairs
 - Trash pick-up and disposal. (Town staff will *only* provide trash pick-up and disposal if the applicant has purchased one of the "equipment and personnel packages.")
 - Restrooms must be clear of any paper towels or toilet paper on the floor after an event
- Any tables and chairs moved out of the auditorium must be returned to their original location inside the auditorium at the conclusion of the rental.
- All doors must be locked at the conclusion of the rental. This includes the two front push-bar doors and the two back doors – one near the water fountains at the southeast end and one near the women's restroom at the southwest end.
- All lights must be turned off, including auditorium, restrooms and hallways
- The key will be issued 24 hours before the event and **MUST BE RETURNED BY 5 PM THE NEXT BUSINESS DAY** in order to avoid \$500 re-keying fee. LAW PROHIBITS DUPLICATION OF KEY.
- No alcoholic beverages are allowed on the premises of the community center, unless a liquor license is obtained.
- The applicant will abide by capacity limitations as follows:
 - Standing only: 339 persons
 - Chairs only: 242 persons
 - Tables & chairs: 113 persons

The use of any combination of tables and chairs will reduce capacity to 113 persons.

The applicant agrees to the conditions included on this form:

Signature of Applicant

Date

FOR OFFICE USE ONLY

Deposit

Submitted _____ Check # _____ Staff Initials _____ Date _____

Returned _____ Staff Initials _____ Date _____

Rental Fee

Submitted _____ Check # _____ Staff Initials _____ Date _____ Waiver Requested _____ Receipt # _____

Equipment and Personnel Charge (if applicable)

Submitted _____ Check # _____ Staff Initials _____ Date _____ Receipt # _____

Key

Distributed _____ Staff Initials _____ Date _____ Returned _____ Staff Initials _____ Date _____