



Mason Center Rental Form

Questions? Call 970-375-7390

Or Fax to: 888-315-3984

No reservation will be made without FULL payment.

DATE: _____ ORGANIZATION: _____

CONTACT NAME (S): _____

ADDRESS: _____

DAYTIME PHONE: _____ EVENING PHONE: _____

PLEASE SELECT A FACILITY BELOW

ROOMS REQUESTED:

- | | |
|--|---|
| <input type="checkbox"/> Classroom 1 (\$10 or \$15/hour) | <input type="checkbox"/> Birthday Party (Gym + Party Area \$95) |
| <input type="checkbox"/> Classroom ¾ (\$15 or \$20/hour) | <input type="checkbox"/> Outdoor Green Space (\$25 Park Permit Processing fee required) |
| <input type="checkbox"/> Gym (\$45 or \$65/hour +\$15 staff) | <input type="checkbox"/> Preschool Gym (\$20 or \$25/hour) |

- Additional hourly price for each staff required for large events
- Deposits may be required
- 15% gross fee required on all events for profit in addition to rental fees
- Renter may be required to provide proof of insurance naming the City as Additional Insured on specific events

Date(s) of Event: _____ Time of Event: _____

Number of Participants: _____ Is the use of this property for monetary gain? YES NO

Proposed Activity: _____

CONDITIONS OF THIS RENTAL PERMIT:

1. The provisions of City Ordinance section 18-34 shall apply.
2. If any food or merchandise is to be sold, applicant must attach to this permit, thirty (30) days prior to proposed activity, a letter of intent and receive approval as specified in City Ordinances section 18-34.
3. No stages or platforms are permitted unless approved by City Building and Fire Codes.
4. City Ordinance sections 16-4 prohibits loud noises. A noise ordinance variance must be obtained from the Police Department for use of amplifiers.
5. The provisions of City Ordinance section 4-28 shall apply. It shall be unlawful for any person the ride, lead or drive horses upon this facility.
6. All indoor City facilities are non-smoking. Chewing tobacco is not allowed.
7. No Alcohol will be permitted without an approved Special Events Permit.
8. No rental will be confirmed/reserved without full payment.
9. 10 days cancellation notice must be given on all rentals in order to receive any money back.
10. Ongoing rentals may be made on June 30 for September – February rentals and January 2 for March – August rentals. If any of these dates fall on a weekend, the rental may be done on the following Monday.
11. The City of Durango’s programs have priority over room space and will be booked in advance of the above dates.

I, the undersigned, accept responsibility for the above conditions and agree to make restitution for any damage to the facility or City property. I hereby exempt and release the City of Durango, its officers, employees, agents and servants from any and all loss, liability, claims, demands, actions, and causes of actions whatsoever arising out of any loss, damage or injury that may occur as a result of the referenced facility use requested herein.

SIGNATURE _____ DATE _____

Approved by:
Mason Center Supervisor _____ DATE _____

Staff Comments _____