

Carson City Senior Center

Room Reservation Application

Business or Organization Name		Type of Business Entity <input type="checkbox"/> Non-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Private/Individual		
Event Organizer Contact Name		Phone		
Email Address		Alternate Contact and Phone		
Mailing Address		City	State	Zip
EVENT INFORMATION Please tell us about the details of your event.				
Event Name				
Event Start Date & Time		Event Finish Date & Time		Estimated Number of Attendees
Event Setup Date & Time		Event Tear Down Date & Time		Frequency <input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly on the <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th ____ (Day) of each month
Room Requested (1st choice)			Alternate Room Requested	
User Fee Charged (a charge to participant to participate in activity) <input type="checkbox"/> Yes Amount _____ <input type="checkbox"/> No User Fee Charged			Supply Fee Charged (a reimbursement of supply costs (i.e., art supplies, etc.)) <input type="checkbox"/> Yes Amount _____ <input type="checkbox"/> No Supply Fee Charged	
Open to the Public (advertising, announcing, broadcasting, promoting, or mentioning activity in any public media (print, radio, television, internet)) <input type="checkbox"/> Yes <input type="checkbox"/> No				
Will there be food or drinks (excluding water)? <input type="checkbox"/> Yes Describe _____ <input type="checkbox"/> No			Will there be alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Description (attach additional sheets if necessary)				

TERMS & CONDITIONS

Please read and signify your agreement both individually and on behalf of the business, organization, and/or individual listed above by check marking each of the following items:

- Applicant is over age 18 and duly authorized and qualified to make this Agreement on behalf of the business or organization identified above, or if no such organization is identified, on its own behalf.
- Applicant agrees to enter the room at the time requested and to vacate the room by the time listed on this application unless written approval by management is given prior to the extension of time.
- Applicant understands setup and teardown of the room is their own responsibility and understands they must bring all audiovisual equipment for their event (if applicable).
- Applicant agrees to clean-up the room and return all furniture, décor, and items back to the default setting and to place all garbage in the provided trash cans; do not put any type of substances (baby powder, floor wax, or any other substance) on the

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floor; use of candles, flames, sparklers, or decorations that are flammable is prohibited. Signage and/or decorations MAY NOT be pinned, or otherwise affixed to the walls, ceiling, windows, or tables. Blue painter's tape is allowable if there is no damage to the walls. Use of Glitter or other Graffiti type decorations on floors and tables is prohibited. It is the applicant's responsibility to remove ALL debris from the tables, chairs, and floor.

- Applicant hereby assumes personal liability for itself, and the business/organization listed above for any damages to the facility, room, or equipment occurring through or during the occupancy or use of the facility by the Applicant. The Applicant will leave the facility in as good or better condition than originally found. A fee at \$100 per hour will be charged for rooms not clean and furniture not returned to default setting. Applicant accepts liability for all repairs to the facility and repair or replacement of any equipment in the event of damage caused by Applicant, its guests, or invitees.
- General Liability Insurance in the amount of \$1,000,000 will be required for high-risk activities and must be provided for the date(s) of the application. All insurance must be evidenced by CERTIFICATES NAMING THE CITY OF CARSON CITY (201 N. Carson St., Carson City, NV 89701) AND CARSON CITY SENIOR CITIZENS CENTER (911 Beverly Drive, Carson City, NV 89706) AS "ADDITIONAL INSUREDS" FOR THE DATE(S) OF THE ACTIVITY LISTED ON THE APPLICATION. A copy of the Certificate of Insurance is due prior to the event.
- The parties will be released from their respective obligations in the event of acts of God, war, terrorism, severe natural disasters or if any other cause beyond the reasonable control of the parties renders performance of this agreement between them impossible. This includes the facility being an identified as an evacuation site.
- Applicant agrees to defend, indemnify, and hold harmless the Carson City Senior Citizens Center and the City of Carson City, their elected or appointed officials, supervisors, agents, employees, and volunteers (collectively referred to as "Releasees") from any claims, demands, suits, losses, costs or expenses (including attorney's fees), or any damages which may be asserted, claimed, or recovered against or from the Carson City Senior Citizens Center or the City of Carson City Releasees by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death arises out of or is incident to or in any way connected with the event which is the subject of this application.
- The Senior Center is generally free and open to the senior public for general use. Secondary use activities (activities that are occurring at the Senior Center but not sponsored by the Senior Center, not intended for a senior audience, and does not support the mission of the Senior Center) will not hamper the general use and may be cancelled should a request for general use prioritize the reserved space.
- Secondary Use Activities: Copies of all advertisement materials will be provided by the requesting organization prior to distribution for approval and must include "The Carson City Senior Center neither endorses nor sponsors the organization or activity." The use of the Carson City Senior Center logos is strictly prohibited without management approval. No signs may be posted inside or outside the Carson City Senior Center premises without management approval.** Permission to use a meeting room in the Carson City Senior Center does not imply endorsement of the organization or approval of the program contents by the Carson City Senior Center and/or the City of Carson City.

Applicant Signature

Date

OFFICE USE ONLY BEYOND THIS POINT

- | | | | |
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| <input type="checkbox"/> Accepted | <input type="checkbox"/> Rejected _____ | | |
| <input type="checkbox"/> Insurance Required _____ | <input type="checkbox"/> General Use | <input type="checkbox"/> Secondary Use | |
| Permit # _____ | Room: _____ | Fee: _____ | |
| <input type="checkbox"/> Active Net | <input type="checkbox"/> Master List | <input type="checkbox"/> Activity Calendar (general) | <input type="checkbox"/> Website (general) |
| <input type="checkbox"/> Volunteer Application | <input type="checkbox"/> Contractor | | |