

HOLD HARMLESS AGREEMENT FOR USE  
OF THE VILLAGE OF LOGAN CIVIC CENTER

Description of the Event to be held: \_\_\_\_\_

Date of the Event: \_\_\_\_\_

Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Contact Person for the Event:

\_\_\_\_\_  
Name Telephone number

\_\_\_\_\_  
Address City State Zip

In consideration for the use of the Logan Civic Center in Logan, New Mexico,  
\_\_\_\_\_ agrees to hold the Village of Logan  
Harmless for any damages, acts or incidents that occur as a result of the event held by  
\_\_\_\_\_, Further, \_\_\_\_\_

(Name of Organization) (Name of Organization)

Assumes all liability for specific losses arising from the event listed above and releases  
The Village of Logan from any liability for losses arising from that event.

I understand that I am to leave the building clean and have read the cleaning  
check list and that part or all of my deposit may be forfeited if there are any damages or  
the building is left unclean.

There will be a \$50.00 charge for any keys not returned or lost.

I also understand that I have the building for the event described above and if it is  
used for any other purpose I agree to pay the difference for that event.

\_\_\_\_\_  
Signature of the Responsible Party

\_\_\_\_\_  
Printed Name of Responsible Party

\_\_\_\_\_  
Date

Received by the Village of Logan

\_\_\_\_\_  
Date

\_\_\_\_\_  
Village of Logan Representative

**KEY NUMBER**

**Inspected by** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* Organizations not required to put up a deposit will be required to sign a responsibility form.

\*\* If more than 25 people - the fee will be determined by the Village Administration.

### DEPOSITS

A deposit must be received upon reserving the Civic Center. If a check is put up as a deposit it will be refunded after an inspection of the building and after the check clears the bank. If a cash deposit is put up it will be refunded after inspection of the building. The deposit will be refunded if the building is left in excellent condition.

### TABLES AND CHAIRS

The Lessee is permitted to use those tables and chairs within the building for its function. Lessee further understands and agrees; however, the Lessee is solely responsible for the set up of tables and chairs, as well as the return of tables and chairs to the proper storage location. Chairs and tables will not be permitted to leave the building at any time.

### BUILDING PREPARATION

The Civic Center will be cleaned by the Village custodian in advance of the function. It will be the duty of Lessee to clean or have the building cleaned and leave the facility in a clean and orderly condition or to reimburse Lessor for any expense necessarily incurred to clean the premises.

### DISPLAYS AND DECORATIONS

Lessee may, at his own expense, install such special displays, decorations, or other items, provided that they do not attach in any manner to the buildings, furniture, furnishings or equipment to the damage thereof. The Village will not permit nails, hooks, adhesive fasteners, tacks or screws to be installed on any part of the building or premises. Lessee shall remove all special displays, decorations and similar items within the day following such, unless the building is reserved the following day.

### LAWFUL AND ORDERLY CONDUCT

The Lessee will take all steps necessary to insure that those attending the function described above shall be, at all times, lawful and orderly. Lessee shall provide adult supervision for any youth function held at the facilities. **Lessee shall not allow alcoholic beverages or narcotics on the premises, nor will she/he allow anyone under the influence of alcohol or narcotics to enter.** For all dances, Law Enforcement must be provided by the Lessee.

### **NEW MEXICO MOUNTED PATROL**

For information on Mounted Patrol services and fees, please contact Harold Hutchinson at 505 462-1227 or 505 461-1234. Please have them contact the Village Office to confirm that they will be providing services for your dance.

### **SMOKING**

There is a policy which prohibits smoking throughout the building, including the restrooms.

### **CLEAN-UP OF OUTSIDE PREMISES**

The Lessee will leave the outside area around the building and across the streets, where vehicles park, clean and free of litter **BEFORE LEAVING**.

### **DAMAGE TO BUILDING AND CONTENTS**

Lessee shall be responsible for the payment of any and all damage to the buildings, furnishings, fixtures or equipment, whether caused by the lessee, his exhibitors, guests or contractors, (ordinary wear and tear expected).

No decorative or other material shall be attached to any part of the building so as to damage the building.

### **CONCLUSION OF ACTIVITIES**

The lessee will conclude all activities by 2:00 a.m.

The Lessee will be responsible for making sure that all dishes are removed from the building upon conclusion of the event.