

**APPLICATION FOR USE OF BOSQUE FARMS COMMUNITY CENTER
BOSQUE FARMS, NEW MEXICO**

The undersigned, as applicant for use of Community Center facilities of the Bosque Farms Community Center, herewith makes application and agrees to be bound by the conditions as hereinafter set forth in this application and to the policy of the Village of Bosque Farms for the use of Community Center facilities.

Name of Applicant of Organization: _____

Name of Responsible Person: _____ Phone _____

Address of Responsible Person: _____

City _____ State _____ Zip Code _____

E-Mail Address _____

Facilities Requested: _____ Est. Attendance _____

Date: _____ to: _____ Day of Week _____

Hours From: _____ to: _____

Purpose for Use of Facilities: _____

CONDITIONS PRECEDENT TO USE OF FACILITIES:

Any dance, meeting, or other type of activity shall terminate by 10:00 pm Sunday through Thursday and 11:00pm Friday and Saturday.

No alcohol, illegal drugs, tobacco, weapons, etc. will be allowed on to premises at anytime. Failure to abide by this condition will result in immediate termination of event and forfeiture of all fees and deposits.

The “responsible person” or designee must be present while facilities are open. The individual who assumed responsibility of shall pay for any damage done to Village property during the time of the organization’s use of the Center.

Functions not addressed in the above will be reviewed by the Director for allowance and fees to be charged.

Security personnel are required for social events in excess of Fifty (50) people. One security person for every part of 50 patrons over the first 50 in attendance is required.

The Village of Bosque Farms Administration staff will develop and set forth in writing the appropriate polices, guidelines and forms to effectuate the implementation of this policy.

CHARGES FOR THE CENTER USE WILL BE AS FOLLOWS:

Organization-Group Meetings (Per Meeting) (No Food)

1- 50 Persons	\$15.00 + \$25.00 cleaning deposit - Refundable
51-100	\$25.00 + \$25.00 cleaning deposit - Refundable
101-185	\$35.00 + \$25.00 cleaning deposit - Refundable

Social Gatherings – (Dances, Receptions, etc.)

0- 50 persons	\$ 75.00 + \$55.00 cleaning deposit – Non-Refundable
51-100	\$ 125.00 + \$55.00 cleaning deposit – Non-Refundable
100-185	\$ 225.00 + \$55.00 cleaning deposit – Non-Refundable

The above prices are for (4) four hours. \$10.00/hour will be charged for any additional hours. Also, \$10.00/hour will be charged for decorating time.

Youth, senior functions and Meetings will be for 2 hours. Additional hours will be charged \$5.00/hour or \$25.00/half a day with maximum of \$40.00 a day (8 hours).

Total fees or deposit must be paid to the Village of Bosque Farms at the time application is submitted for use of the center.

Cleaning Deposit:

Building and/or other areas shall be cleaned immediately upon termination of meetings. Failure to do so may result in termination of any future use of the facilities at the discretion of the Director of the Bosque Farms Community Center. The cleaning deposit for Social Gatherings will NOT be refunded.

Other Regulations/Policies:

Any cancellation not made within normal business hours at least 24 hours (48 hours in the case of Sunday) before scheduled event or activity will result in all fees and charges being forfeited.

Special Provisions: _____

APPLICANT SIGNATURE: _____ **DATE:** _____

APPROVED:	FEES:
_____	Facility Fee: _____
Director	Extra hours: _____
	Cleaning Deposit: _____
	TOTAL _____

Date Paid: _____ Amount Paid: _____ Balance: _____

Date Paid in full: _____ Amt. Paid in Full: _____ Balance: _____