

OTERO COUNTY  
13 West 3<sup>rd</sup> Street, Suite 212  
La Junta, CO 81050  
Phone: (719) 383-3000  
[jrife@oterogov.org](mailto:jrife@oterogov.org)



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OTERO COUNTY  
FACILITY UTILIZATION APPLICATION/  
RENTAL AGREEMENT

EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

TIME THE FACILITY WILL BE NEEDED: FROM: \_\_\_\_\_ am/pm TO: \_\_\_\_\_ am/pm

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

DESCRIBE THE EVENT (INDICATE TYPE OF ACTIVITIES AND ATTACH AN ITINERARY, IF AVAILABLE):  
\_\_\_\_\_  
\_\_\_\_\_

FACILITIES REQUIRED:

- Bob Bauserman Conference Room #107 (\$150.00 per use unless waived)
- Parking Lots (North and/or South) (\$75.00 per lot, if using the parking lots only, unless waived)
- North: \_\_\_\_\_ South: \_\_\_\_\_ Both: \_\_\_\_\_  
Other \_\_\_\_\_

APPLICATION MUST BE SUBMITTED TO THE OTERO COUNTY ADMINISTRATOR AT LEAST 15 DAYS IN ADVANCE OF THE EVENT. OTERO COUNTY WILL HAVE SOLE DISCRETION AS TO WHETHER OR NOT AN APPLICATION IS APPROVED. FEES, IF ANY, MUST BE PAID IN ADVANCE. PLEASE MAKE YOUR CHECK PAYABLE TO "OTERO COUNTY". TO CANCEL, A WRITTEN OR VERBAL NOTICE MUST BE RECEIVED AT LEAST 24 HOURS IN ADVANCE OF A SCHEDULED RENTAL DATE. IF TIMELY NOTICE IS RECEIVED, NO CHARGE WILL BE ASSESSED. WITHOUT SUCH NOTICE, THE APPLICANT WILL BE CHARGED 50% OF THE ORIGINAL RENTAL FEE.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*For office use only:*

Total Fee Charged: \$ \_\_\_\_\_  
Deposit Required:  Yes  No  
If Yes, Amount \$ \_\_\_\_\_  
Deposit Due Date: \_\_\_\_\_

Waived: \_\_\_\_\_  
(initials)

Grassy Common Areas Use Allowed:  Yes  No

Insurance requirement waived:

Waived: \_\_\_\_\_  
(initials)

APPROVED BY: \_\_\_\_\_  
Name/Title \_\_\_\_\_

DATE: \_\_\_\_\_

## FACILITY USE REGULATIONS

1. Groups, organizations or individuals wishing to reserve or rent the facility for their use must fill out a "Facility Utilization Application/Rental Agreement" form. The form is available at the Otero County Courthouse, 13 West Third Street, Room 212, La Junta, CO 81050. A signed copy will be provided to the Applicant for their records. As stated above, the form must be submitted to the Otero County Commissioners' Office no later than 15 days in advance of the event.
2. The contact person stated on the form must be available in person or by phone during the time of the event.
3. No alcoholic beverages or smoking permitted inside the building.
4. No lit candles or confetti are allowed inside the building.
5. No nails, screws, staples or any other item that may damage the walls shall be allowed.
6. The key to the building shall be picked up by the Applicant before 4:30 p.m. on the last business day prior to rental. If use is during regular business hours, no key will be provided. If an event happens and/or concludes after normal office hours, the key needs to be returned as directed by the Commissioner's Office.
7. The Applicant shall be responsible for all damages and any liabilities associated with the use of the County facilities and/or charges incurred by the Applicant during the course of the event. A deposit may be required for use of the facilities.
8. The County will not be responsible for supplying power for outside events.
9. Displays will only be set up on the asphalt areas of the parking lots. Set-ups, including equipment, will only be allowed on the grassy common areas with the authorization of the County. All set-ups must be removed within twelve (12) hours of the completion of the event in order to minimize damage to the turf.
10. Cleanup of the grounds and buildings shall be the responsibility of the Applicant. Such cleanup shall be done within twelve (12) hours of the conclusion of the event. Cleanup must be completed prior to the facility opening for business on the next scheduled workday. The bottom line is "Leave it like you found it!" **Failure to do so shall result in the Applicant being billed for the clean-up charges.**
11. Events involving the potential for large crowds may be required to have on-site portable toilets and shall be at the cost of the Applicant.
12. Crowd control for large events shall be addressed and is the responsibility of the Applicant. This "Law Enforcement Visibility" shall be for the duration of the event. Arrangements for crowd control and security (both the building and the grounds) must be approved before your event. If crowd control is not adequately addressed, then the County reserves the right to have additional law enforcement available on site, with any charges for such arrangements being the responsibility of the Applicant. **The Board of County Commissioners shall make the final decision on how large of a security contingency.**
13. No event and/or booth used at the event shall be scheduled or allowed which would create a nuisance, hazard and/or undue liability.
14. Applicants shall submit with the application form proof of general liability insurance for the event in the following amounts: Three Hundred Eighty-seven Thousand Dollars (\$387,000.00) per person or One Million Ninety-three Thousand Dollars (\$1,093,000.00) per incident, unless waived by the County.

In the County's sole discretion, the insurance requirement may be modified or waived for certain personal and business events/uses.

The Applicant may purchase Tenant Users Liability Insurance Policy coverage (special events coverage) through a company of their choice or through Arthur J. Gallagher Co., and if purchased, shall name Otero County as an additional insured on the special events policy and provide proof of coverage to Otero County prior to the event.

15. If an emergency occurs during the event, Applicant agrees to call 9-1-1 and the incident must be reported to the Otero County Sheriff's Office.
16. Applicant shall defend, indemnify and save harmless the County and its officials, officers, employees and agents from all costs, claims and expenses arising out of any liability or claim of liability for injury or damages to persons or property sustained or claimed to have been sustained by anyone whomsoever, by reason of Applicant's operation, use or occupation of the County facilities, and this indemnification includes preparation and cleanup of said event.

***Failure to comply with any of the above requirements may result in the termination of the event at such time as a violation is determined and permission may be withheld in the future.***

This is a public building supported by the residents of Otero County. Misuse of the facilities not only affects Otero County Maintenance Staff but also negatively impacts the individuals who support these facilities.

I HAVE READ THE AFOREMENTIONED REGULATIONS AND AGREE TO COMPLY WITH THE REQUIREMENTS AND ANY SPECIAL CONDITIONS IMPOSED BY OTERO COUNTY. FURTHER, I HAVE THE AUTHORIZATION TO EXECUTE THIS APPLICATION IN MY REPRESENTATIVE CAPACITY ON BEHALF THE APPLICANT.

APPLICANT:

DATE:

By \_\_\_\_\_

\_\_\_\_\_

Special Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Otero County Administrator