



Amador County Recreation Agency  
 HUB Youth and Community Center  
**Application for Use of Facility**

Facility Use Application and Proof of Insurance must be received **no less than 3 business days** before the start of the scheduled event(s)

Reservation Date(s) \_\_\_\_\_ Start/End Time(s) \_\_\_\_\_ Total Hours \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Cell) \_\_\_\_\_ (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

E-mail: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Expected Attendance: Children 0-5 \_\_\_\_\_ Children/Youth 6-18 \_\_\_\_\_ Adults 18+ \_\_\_\_\_

**Please read and initial:**

\_\_\_\_\_ Rental Fee: \$30.00 per hour - Classes, Business Meetings, etc.  
 \$45.00 per hour - Children's Birthday Parties (without Bounce House)  
 \$55.00 per hour - Children's Birthday Parties with Bounce House  
 To be paid in advance

\_\_\_\_\_ Utility Fee of \$25.00 a day to be paid in advance

\_\_\_\_\_ Cleaning Deposit: \$100.00 (paid with a check or cash) is due prior to the event. Failure to carry our items on the Checklist will result in the loss of all or part of the cleaning deposit. Final charges, for which the lessee is responsible, will be determined after the event. Remaining deposit will be returned within 2 weeks after the event.

\_\_\_\_\_ \$10 Cancellation fee, if cancelled within 24 hours there will be no refund.

**At the conclusion of your event:**

1. Wipe off tables and surfaces
2. Tables and chairs must be returned to their original locations. DO NOT MOVE EQUIPMENT
3. Sweep floors, clean up any spills
4. All garbage and trash must be removed
5. Turn off lights; turn off heat/AC (Lessee shall be responsible for payment of all utilities left on)
6. Lock all doors, close windows and roll-up door
7. Remove any tape, tacks and decorations that were used

\_\_\_\_\_ **There is no alcohol or smoking on the premises (includes parking lot & all outside areas)**

\_\_\_\_\_ Building capacity is 300

**Hold Harmless:**

Applicant hereby agrees to hold Amador County Recreation Agency and Mother Lode Real Investors free and harmless from any injury to any person, loss, damage, liability, cost, or expense that may arise during or be caused in any way by such use occupants of the property. The applicant agrees to furnish \$1,000,000 certificate of liability insurance naming the Amador County Recreation Agency and Mother Lode Real Investors as additionally insured, with a letter of endorsement.

Total Fees Due: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Cleaning Deposit Received \_\_\_\_\_ Copy of Insurance Received \_\_\_\_\_ Payment Received \_\_\_\_\_  
 (Application Received: Signature \_\_\_\_\_ Date: \_\_\_\_\_)