

Attachment "A"
Community Center Checklist

The City of Willcox Facilities & Maintenance section of Public Services & Works will perform the following:

<p>General</p> <p><input type="checkbox"/> <input type="checkbox"/> Issue _____ Tables (18 - 4 x 8, 9 - 4 x 4 - available).</p> <p><input type="checkbox"/> <input type="checkbox"/> Issue _____ Chairs (100 - folding, 32 - padded - available).</p> <p><input type="checkbox"/> <input type="checkbox"/> Review Restroom Cleaning Requirements.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review Operation of Lighting.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review Operation of Heating & AC.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review Cleaning Requirements.</p> <p>Ballroom</p> <p><input type="checkbox"/> <input type="checkbox"/> Provide AG1 Key.</p> <p>Dining Room</p> <p><input type="checkbox"/> <input type="checkbox"/> Provide AG___ Key.</p> <p>Lounge</p> <p><input type="checkbox"/> <input type="checkbox"/> Provide AG4 Key.</p>

<p>Kitchen</p> <p><input type="checkbox"/> <input type="checkbox"/> Provide AG5 Key.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review Operation of Lighting.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review Operation of Range.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review Operation of Range Hood.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review Operation of Ansul System.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review Operation of Dishwasher.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review Operation of Refrigerator.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review Operation of Freezer.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review Operation of Warmer.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review Operation of Ice Maker.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review Cleaning Requirements.</p> <p>Sound System</p> <p><input type="checkbox"/> <input type="checkbox"/> Issue Sound Room "X" Key.</p> <p><input type="checkbox"/> <input type="checkbox"/> Review Operation of Sound System.</p>

Unless otherwise specified trash cans are emptied, restrooms are cleaned and restocked on a daily basis during weekdays.

Arrangements for additional tasks may be requested by speaking with the Facilities and Maintenance Supervisor or the Public Services & Works Director.

Special Arrangements:

The "Participant" is responsible for establishing control of the area(s) requested for use. The City of Willcox is not responsible for loss due to acts of God or vandalism or by actions of others not affiliated with the City of Willcox.

Attachment "B"
Community Center Checklist

The Participant agrees to perform the following tasks:

General

- Verify Count of Tables Issued.
- Verify Count of Chairs Issued.
- Obtain appropriate keys one business day prior to the event by 3:30 P.M.
- Return keys within two (2) business days of event conclusion.
- Fold Tables and Place along N Wall of Ballroom.
- Fold Chairs and Place along N wall of Ballroom.
- Fold Tables and Place on W Wall of Lounge.
- Fold Chairs and Place on W Wall of Lounge.
- Fold Tables and Place on N Wall of Dining Room.
- Fold Chairs and Place on N Wall of Dining Room.

Vendor(s)

- Request to waive requirement for all vendors to have individual permits.

Cleaning

Cleaning consists of removing decorations, sweeping and mopping and tying up garbage bags and place in dumpster. All areas should be left in the same or better condition as received.

- Clean Restrooms
- Clean Kitchen
- Clean Ballroom
- Clean Dining Room
- Clean Lounge
- Clean Stage Area

If Serving Alcohol

- Obtain Special Event Liquor License with the Arizona Department of Liquor.
- Provide Liquor Liability Insurance in the amount of \$1,000,000 naming the City of Willcox as additionally insured.
- Provide Security approved by Willcox Public Safety Department.

- If your event includes decoration the facility please keep in mind that any damage from placing or removal may result in surrendering deposits.
- It is the responsibility of the Participant to verify that all furnishings included in the reservation agreement are in place and in good repair at the conclusion of the event. Replacement cost for missing or damaged items will be based on current replacement cost. Restitution must be made within five (5) business days of the event.
- All equipment or personal items belonging to the "Participant" shall be removed by 8:00 a.m. on the day following the event or additional rental fees may be charged.
- Premises shall be left clean and in good repair or deposit will be surrendered. Others charges may be assessed if significant damage occurs.
- City of Willcox officials reserve the right to enter / inspect the premises during the event.
- The "Participant" is responsible for establishing control of the area(s) requested for use. The City of Willcox is not responsible for loss due to acts of God or vandalism or by actions of others not affiliated with the City of Willcox.

Contact information:

Public Services & Works ----- 766-4213
 Facilities & Park Maintenance ----- 507-0442
 On-call ----- 766-2201

Attachment "C"
Community Center Fee Schedule

Deposit and Rental Fees

All Deposits, Fees, Proof of Insurance must be tendered 10 days prior to event date in order to finalize scheduling details.

	Fee Description	Fee Amount	Number of Days	Subtotal	Cash Rec'd.	Check #	Rept. #
X	Reservation Deposit	\$50.00		\$50.00			
X	Cleaning and Damage Deposit	\$125.00		\$125.00			
	Kitchen	\$53.56					
	Ballroom	\$167.38					
	Lounge	\$33.48					
	Ballroom & Kitchen	\$214.24					
	Ballroom & Dining Room	\$214.24					
	Ballroom, Dining Room & Kitchen	\$267.80					
	Ballroom & Lounge	\$194.16					
	Lounge & Dining Room	\$80.34					
	Lounge, Dining Room & Kitchen	\$133.90					
	Dining Room & Kitchen	\$100.43					
	Entire Facility	\$301.28					
Total Fees Due							

Request to waive fees through City Council.

- The City of Willcox reserves the right to refuse reservations.
- Must be at least 21 years of age to reserve facilities.
- Participant may reserve one (1) day prior to the event to set up for event without additional charge for the day providing another event is not already scheduled.
- Under normal circumstances; fees and certificate of insurance must be remitted ten (10) days prior to the scheduled use.
- All fees must be paid prior to the issuance of keys.
- Cancellation of reservation within five (5) days of the activity will result in surrender of \$50.00 deposit and ½ of rental fees.
- Returned checks are subject to a twenty-five dollar (\$25.00) fee.

Condition Verification

I have inspected the condition of the facilities specified under this agreement and have found them to be in _____ Satisfactory _____ Unsatisfactory condition.

I recommend that _____ All _____ None _____ Other _____ of the deposit be returned.

_____ Significant damage has occurred directly related to this event.

_____ Damages are estimated to cost _____ which must be remitted within five (5) days.

City of Willcox Representative Signature

Date