



TOWN OF COLORADO CITY

P. O. Box 70 * Colorado City, Arizona 86021

Phone & TDD: 928-875-2646 * Fax: 928-875-2778

Facility Use Request

Event Date:		Event Name:	
Requestor's Name (organization or individual):			
Mailing Address:			
Email:		Cell Phone:	Other Phone:
Purpose of Event or Use of Facility:			
Facility Requested:			
Hours Needed:	Event Start/End Times:		Estimated Attendance:
Point of Contact:	Phone:	Email:	
Please list any food and/or beverages the organization plans to provide at the facility:			
Fee Schedule: Non-Profit Groups, Public Agencies, Churches, and Schools: \$5/hour, \$30/day Commercial Groups or Organizations: \$15/hour, \$80/day			
Responsible Party Signature:			Date:
Responsible Party's Printed Name and Title:			
<i>By signing above, Responsible Party agrees to abide by the Town facility use requirements.</i>			
Town of Colorado City Signature:			

Town Facility Use Requirements

1. All requests to use the Town of Colorado City facilities (known as “facility”) shall be made only upon the submittal of this application, signed by an individual designated as the responsible party (known as “responsible party”), and filed at the Town Hall.
2. The Town may not grant the request if the nature of the proposed use may be unsafe or damage. Authorization to use the facility may be immediately revoked if any rule or laws are being broken. All Town functions will be given first priority for use of the facility. All other reservations are on a first-come, first-served basis. Payments must be received or arranged for prior to use.
3. The Town does not provide any equipment such as chairs, tables, and training aids, which are the responsibility of the responsible party. Furniture or equipment to be moved onto or into the facility must be identified on the application form and approved by the Town. The Town does not provide secretarial or message services for anyone participating in or attending an event or meeting in the facility.
4. For any use of the facility that includes serving any food or planned physical activities or demonstrations, the responsible party shall provide a certificate of insurance in the amount of \$1,000,000 naming the Town of Colorado City as an “additional insured.” The Town reserves the right to require a certificate of insurance for other unanticipated uses of the facility that may create any liability for the Town.
5. No alcoholic beverages are allowed on Town property. The responsible party may furnish non-alcoholic beverages and refreshments if desired. If beverages and/or refreshments are provided, the responsible party will ensure the facility is treated with adequate care and managed in a professional manner. The Town will not provide any beverages or refreshments. No smoking is allowed in the facility.
6. The responsible party shall ensure that the facility is left in a clean state and restored to its original layout (including chairs and tables) and condition after use. Any event must be done, cleaned up and all individuals and equipment removed from the property no later than 9:00 p.m.
7. If, upon examination, the facility is deemed to be in disrepair and/or unclean, the Town will arrange for any necessary repairs, custodial services, or carpet cleaning and the costs will be charged to the Responsible Party. The Responsible Party will not be allowed to use the facility again until all repair and service costs are reimbursed to the Town.
8. The responsible party shall ensure that the building is secured. All doors and windows shall be locked and checked. If the responsible party is in possession of a facility key after regular business hours, it shall be turned in to the on-duty police officer. If the responsible party loses the key or does not return the key within one business day, the responsible party will be held financially responsible for the changing of the lock. Violations of this section will result in the agency or organization not being allowed to use the facility again for six months.
9. The responsible party, its officers, employees and members shall, through the signing of this application by an authorized party or agent, indemnify, hold harmless and defend the Town of Colorado City and its agents and employees from all suits and actions, including reasonable attorney’s fees and all costs of litigation and judgment of every name and description against the Town as a result of loss, damage or injury to person or property by reason of any action or omission by the Town, its agents or employees, arising out of the use of its meeting rooms or facilities.



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TOWN CODE CHAPTER 92: PARKS AND RECREATION

Section

- 92.01 Presence in parks
- 92.02 Riding vehicles on grounds
- 92.03 Damaging, tampering with or improper use of facilities
- 92.04 Loud noises
- 92.05 Animals in parks
- 92.06 Intoxicating beverages
- 92.07 Camping
- 92.08 Use of parks
- 92.09 Garbage and trash
- 92.10 Glass bottles or containers
- 92.11 Trees, shrubbery and lawns
- 92.12 Park supervision
- 92.13 Additional rules and regulations

§ 92.01 PRESENCE IN PARKS.

(A) It is unlawful for any person to be upon or remain upon any Colorado City municipal park, ball field or golf course between 10:00 p.m. and dawn of each day.

(B) Any authorized town employee or such other person as authorized in writing by the Chief of Police shall be excepted from division (A) above.

(1986 Code, § 11-1-1) Penalty, see § 10.99

§ 92.02 RIDING VEHICLES ON GROUNDS.

No person shall at any time drive or ride on any automobile, truck, motorcycle, motor scooter or other motor vehicle upon the grounds of any municipal park, playground, ball field or golf course, except in public streets running through the premises or within designated parking areas located upon the premises, without the permission of the Town Marshal or such other person as the Council

Town Facility Use Requirements

may designate.

(1986 Code, § 11-1-2) Penalty, see § 10.99

§ 92.03 DAMAGING, TAMPERING WITH OR IMPROPER USE OF FACILITIES.

(A) It is unlawful for any person to damage or improperly use the toilets, or water and sewer facilities in any municipal park, playground, ball park or golf course.

(B) It is unlawful for any person to cause the lighting facilities to be turned on during other than normal hours, without the consent of that person as the Town Council may designate.

(A.R.S. § 9-494) (1986 Code, § 11-1-3) Penalty, see § 10.99

§ 92.04 LOUD NOISES.

No person shall play any radio, tape player, hand or musical instrument, television, phonograph, tape recorder or other device capable of reproducing sound at such a high volume so as to disturb the peace and quiet of another. There shall be no loud or band music or excessive noise beyond 10:00 p.m. without the express consent of that person as the Town Council may designate.

(1986 Code, § 11-1-4) Penalty, see § 10.99

§ 92.05 ANIMALS IN PARKS.

No animals shall be allowed in Colorado City parks, golf course, playgrounds or ball fields, unless those animals are leashed or in direct control of the owner.

(1986 Code, § 11-1-5) Penalty, see § 10.99

§ 92.06 INTOXICATING BEVERAGES.

It shall be unlawful for any person to consume any spirituous liquor of any kind in the Colorado City playgrounds, ball fields or parks.

(1986 Code, § 11-1-6) Penalty, see § 10.99

§ 92.07 CAMPING.

No person shall sleep or camp overnight in any town park or its adjacent streets, except by permission of the Town Marshal or other person designated by the Town Council.

(1986 Code, § 11-1-7) Penalty, see § 10.99

§ 92.08 USE OF PARKS.

Any individual or group who wishes to use parks in a manner contrary to this chapter must obtain a park-use permit from the person designated by the Town Council.

§ 92.09 GARBAGE AND TRASH.

No person shall dump, spill, deposit, place, throw or leave refuse, rubbish, filthy or odor-causing objects, substances or other trash in the parks, playgrounds, ball fields, golf course or any other town owned or operated recreation area. No trash except that associated with picnic activity at the park or recreation area shall be deposited in the trash receptacles provided by the town at those locations.

(1986 Code, § 11-1-9) Penalty, see § 10.99

§ 92.10 GLASS BOTTLES OR CONTAINERS.

No person shall bring glass bottles or containers into or on the premises of the parks, playgrounds, ball fields, golf course or any other town operated recreation area.



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(1986 Code, § 11-1-10) Penalty, see § 10.99

§ 92.11 TREES, SHRUBBERY AND LAWNS.

(A) No person shall damage, cut, carve, transplant or remove any tree or plant or injure the bark, or pick the flowers or seeds of any tree or plant, nor shall any person attach any rope, wire or other contrivance to any tree or plant without the express written permission of the director.

(B) No person shall dig or remove any sand, whether submerged or not, or any soil, rock, stones, trees, shrubs or plants, down timber or other wood or materials, or make any excavation by tool, equipment, blasting or other means or agency without the express written permission of the director.

(1986 Code, § 11-1-11) Penalty, see § 10.99

§ 92.12 PARK SUPERVISION.

The town shall supervise all parks, park scheduling and park maintenance. Parks may be reserved in advance for use by an approved group or event. Any construction, alterations, additions or repairs to the parks affected by anyone other than the town shall require written advance permission and comply with all specifications imposed by the town or its designated agent for such purposes. Smoking is prohibited in town parks.

(1986 Code, § 11-1-12)

§ 92.13 ADDITIONAL RULES AND REGULATIONS.

The Town Council may adopt additional rules and regulations from time to time as it deem reasonably necessary for the safety and efficient use by the public of the parks.

(1986 Code, § 11-1-13)