

CITY OF SOCORRO FACILITY REQUEST FORM

Status

Employee

INSTRUCTIONS & GUIDELINES ON BACK OF FORM

ORGANIZATION NAME : _____

PERSON MAKING REQUEST: _____

TODAY'S DATE: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

FACILITY REQUESTED: PLEASE CHECK ALL THAT APPLY

<input type="checkbox"/>	RIO VISTA COMMUNITY CENTER	<input type="checkbox"/>	CHAYO APODACA COMMUNITY CENTER
<input type="checkbox"/>	PARKING LOT	<input type="checkbox"/>	MAIN
<input type="checkbox"/>	MAIN	<input type="checkbox"/>	PARKING LOT
<input type="checkbox"/>	GED	<input type="checkbox"/>	CONFERENCE ROOM
<input type="checkbox"/>	ESL	EQUIPMENT	
<input type="checkbox"/>	ZUMBA	<input type="checkbox"/>	PROJECTOR/ SCREEN
<input type="checkbox"/>	KITCHEN	<input type="checkbox"/>	CHAIRS _____
<input type="checkbox"/>	PHOTOGRAPHY	<input type="checkbox"/>	PHOTOGRAPHY
		<input type="checkbox"/>	TABLES _____
		<input type="checkbox"/>	OTHER: EXPLAIN BELOW

DATE, DAYS, & TIME NEEDING FACILITY: _____

DESCRIBE ACTIVITY: _____

RELEASE: The undersigned organization, its representatives, officers, and agents (collectively, "Releasor") hereby release, acquit and discharge the City of Socorro, its representatives, officers, directors, agents, staff, and employees (collectively the "City") of and from all liability for illness, injuries, and damages arising from the use of City property and all activity occurring on the property. INDEMNIFICATION AGREEMENT: Releasor agrees to indemnify and hold harmless the City for all damages arising from the releasor or any other persons use of City property as described above and all activity occurring on the property, even if the damages arise from the City's own negligence.

Requester Signature: (Signature shows understanding of all instructions, code of conduct & guidelines)

INSTRUCTIONS & GUIDELINES :

*Under City of Socorro Policy 35: City Property Public, Non-Profit, & Civic Use:

Any group, club, or other congregation of persons who **DO NOT** practice discriminatory admission practices in its membership and who register with the City of Socorro as a public, civic, or non-profit organization shall be entitled to request use of property or services. Political based groups conducting political activities are specifically excluded from making facility requests.

* Requests need to be made minimum of 5 Business Days in advance

*All classes are free of charge as the City does not charge for space, utilities, or materials.

*The person making the request will be acknowledged as the responsible party for the event, function, meeting, or group.

*Approvals & denials will be sent out via email with a signature and status stamp.

*All requests subject to availability of staff, space, and scheduling.

*All requestors must meet with a site coordinator for opening, closing, housekeeping procedures & attendance rosters.

* Attendance sheets must be completely filled out as applicable as the center needs an accurate count of patrons attending, using, and benefiting from the center.

* All rooms used and equipment borrowed must be cleaned up after use. Center will provide cleaning materials

*Only items requested on the form will be provided to the requestor/organization.

For questions or concerns call (915) 860-8615 or email Vreta@ci.socorro.tx.us

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Facility Request Code of Conduct

Staff Initials	<p>* Each participant is expected to do the following:</p> <p>_____ Demonstrate courtesy even when others do not.</p> <p>_____ Behave in a responsible manner, always exercising self-discipline.</p> <p>_____ Respect the rights and privileges of the other participants and City staff.</p> <p>_____ Respect the property of others, including City property and facilities.</p> <p>_____ Cooperates with or assists the City staff in maintaining safety, order and</p> <p style="text-align: center;">* Unacceptable behaviors include the following:</p> <p>_____ Being involved in an isolated instance of any form of insubordination.</p> <p>_____ Failure to conform to all city rules.</p> <p>_____ Directing profanity, vulgar language or obscene gestures.</p> <p>_____ Defacing/damaging city property or the property of others.</p> <p>_____ Engaging in inappropriate physical or verbal contact and/or gang activity.</p> <p>_____ Running, pushing, shoving, littering, throwing objects (which is not part of a supervised activity).</p> <p>_____ Producing loud, rude or unnecessary noises.</p> <p>_____ Incidents involving drugs, alcohol, weapon, etc.</p> <p style="text-align: center;">* Violations of any of the stated may result in:</p> <p>_____ Conference with the offender.</p> <p>_____ Conference with Requesting Agency</p> <p>_____ Repeated offense will result in participant removal from the grounds</p> <p>_____ Requestor's future facility request will be on probationary status</p> <p>_____ Restitution, when appropriate.</p> <p>_____ Notification of outside agency and/or police, with filing of charges when appropriate.</p>	Requestor's Initials
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