



Elfrida FIRE DISTRICT

SERVING RESIDENTS OF THE ELFRIDA FIRE DISTRICT,
AND NEIGHBORING COCHISE COUNTY

Mailing Address: PO Box 68, 10293 N. Central Hwy. Elfrida, AZ 85610

PHONE: (520) 642-3749 FAX: (520) 642-3725

Website: www.elfridafiredistrict.com

FACILITY RENTAL AGREEMENT

Date Submitted _____

Rental Date(s): _____ **Hours of Rental:** _____

(PLEASE PRINT)

Activity Type: _____ **Est. Attendance:** _____

Hours: _____

Contact/Responsible Party: _____

Company/Organization: _____

Address: _____

Phone Number: Work Phone: _____ Personal Phone: _____

Email: _____

The person completing the rental contract must be at least 21 years of age and must be present during the event. The applicant must provide adequate supervision.

There is a two-hour minimum of all rentals. Time reserved includes set-up and clean-up time.

Rental fee per 2 hours - \$50.00

Rental fee per 24 hours - \$150.00

KEYS

The key may be picked up during regular business hours, 8:00 AM to 5:00 PM Monday through Friday, Elfrida Fire District at 10293 N. Central Hwy, Elfrida. If the event is scheduled on a Saturday, Sunday or holiday, Rental Party may pick up the key on the last business day prior to the event.

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Groups who use the facility on a regular basis (e.g. weekly or monthly) must reapply by December each year and pay a minimum of one month's fee to hold their reservation. A completed Facility Rental Agreement form and full payment are required to confirm your reservation date and time. Reservations are first come, first serve.

A minimum \$75.00 security deposit may be required of any one-time rental group and is required two weeks prior to the scheduled event. The deposit will be refunded once the building has been inspected and the exit check list has been reviewed. Failure to abide by these procedures will result in the forfeiture of security/damage deposit and may incur additional fees at a rate of \$35.00 per hour labor costs plus any additional cost of repair and/or materials above and beyond the amount of security deposit.

Cancellations of reservations made 14 or more days prior to the event date receive a 100% refund. Cancellations made 13 days or less prior to the event receive a 50% refund. Failure to give notice of cancellation forfeits all reservation fees.

The total number of people using the rented space shall not exceed the capacity listed for the room. Adequate supervision and/or chaperones must be provided by the applicant.

Use of Alcohol

No Alcohol is allowed in building, parking lot, or grounds without an Alcohol use Insurance Policy that is purchased by the rental party. The policy is purchased through our insurance carrier Jones-Wilson at 520-586-2226.

Smoking

No smoking is allowed in the facilities. Failure to comply could lead to immediate termination of the rental.

The misuse of Elfrida Fire District facilities or non-conformance of rules and regulations justifies forfeiture of the deposit and denial of any.

CLEAN-UP

The rental party is responsible for leaving the rooms as found. A pre-rental walk through with the Building Attendant before the event and a post-rental inspection will be completed. All decorations used on walls, floors and ceiling must be removed at the end of the rental.

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The Elfrida Fire District may immediately terminate this Agreement if the organization fails to comply with its promise to supervise all activity and to comply and enforce facility rules and regulations.

HOLD HARMLESS AGREEMENT

I hereby agree and contract, in consideration of the acceptance of this application, to follow this agreement to the fullest extent. I hereby waive and release, for myself, executors and administrators, any and all claims against the Elfrida Fire District and agree to hold harmless the Elfrida Fire District, its officers, employees, agents, representatives, successors, volunteers, or assigns from any and all claims, including the cost of their defense, which may be made for damages and/or injury to property or persons occasioned by any cause arising as a result of, or in connection with my/our participation in the rental of Elfrida Fire District facilities.

I certify that I am the authorized representative of the organization listed above and that the above statements are true. I agree for myself and for the organization named above to supervise all activity on the premises, and to comply with and enforce the Elfrida Fire District rental rules (attached) during the time allocated for use by our organization. I agree for myself and for the organization above to comply with the fee schedule governing users of the Elfrida Fire District Facilities.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS AGREEMENT BEFORE SIGNING IT.

Signature

Print your name

Official Capacity with Organization

Date

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For Official use only

Approved: _____ Denied: _____ Date: _____

By: _____

Comments: _____

Rental Fee Paid: _____ Date: _____

Keys Returned: _____ Date: _____

Security Deposit Paid: _____ Date: _____

Security Deposit Refunded: _____ Date: _____



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CLEANING CHECKLIST

Wipe, clean and dry all tables, chairs, equipment and furnishings so they are clean.

Take down and put away all tables and chairs, and store them in their designated storage areas.

All garbage and refuse must be gathered up, properly bagged and removed from the premises.

All food must be removed.

All decorations must be removed.

Floor areas are to be clean and free of any spills, residue or stains by sweeping and mopping the floor. Brooms and mops are in the kitchen storage room.

All lights must be turned off.

Heater/Cooler must be turned off.

All doors should be closed and properly locked.

BATHROOM CLEANING LIST

All fixtures including toilets, urinals, hand sinks, faucets, mirrors and privacy enclosures are to be clean and free of any spills, residue or stains, and wiped dry. Sanitizing cleaners should be used to clean fixtures.

Floor areas are to be clean and free of any spills, residue or stains by sweeping and mopping the bathroom floor areas of both bathrooms.

All refuse and rubbish are to be gathered, properly bagged and removed from the premises.

KITCHEN CLEANING LIST

All food must be removed from the kitchen, refrigerator, oven, stove, etc. No food is to remain in the CENTER.

Clean and put away all dishes, utensils, pots and pans, coffee makers, coolers, or other CENTER equipment.

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Clean all counters, sinks, shelves and appliances with sanitizing cleaners.

Refrigerator must have its exterior wiped down and all interior shelves and drawers must be wiped down and cleaned.

Stove, oven and other cooking equipment must be cleaned of any food debris or grease, and all surfaces must be wiped down. Any burned-on food particles and spills must be fully removed.

Exhaust fans must be used when cooking and cleaned by wiping down the exterior and interior of the fans.

Sweep and mop the entire floor area in the kitchen.

All garbage, refuse and rubbish including any discarded food products are to be gathered up, properly bagged and removed from the premises.

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