



DOUGLAS COUNTY
COMMUNITY SERVICES/
PARKS & RECREATION

Director: Scott Morgan

Parks
1319 Waterloo Lane
Gardnerville, NV 89410
(775)782-9835
Fax (775)782-5799

Recreation
Douglas County
Community Services
1329 Waterloo Lane
Gardnerville, NV 89410
(775)782-5500 ext. 1
Fax (775)782-9844

Lake Tahoe
Kahle
Community Center
236 Kingsbury Grade
Stateline, NV 89449
(775)586-7271
Fax (775)586-7273

Mail: P.O. Box 218, Minden, NV 89423

**Douglas County Community & Senior Center
FACILITY APPLICATION & USE PERMIT**

Name of Group/Organization Phone Number

Mailing Address of Group/Organization City, State Zip Code

Name of Responsible Person/Applicant Phone Number Email

Mailing Address City, State Zip Code

Facility(ies) /Room(s) Requested Number of participants

Requested Date(s) Requested Time (to and from) Total Hours

Type/Name of Activity

Description of activity

Number of 6' rectangle tables *Number of Chairs*
What (if any) DCCSC tables and chairs are needed?

What (if any) equipment or vehicles will be brought into the facility?

Nature and duration of amplified sound (if any):

Do you request the privilege of alcohol consumption? (*circle one*) YES NO

If yes, will the alcohol be sold? (*circle one*) YES NO

If any DCCSC Audio Visual equipment needed: (circle if needed) Additional fees may apply.

Conference Call Telephone Projector & Screen Laptop TV on stand, with DVD player

Please read the following information carefully.

All groups/organizations will be expected to comply with all Douglas County Community & Senior Center Rules and Regulations when using (DCCSC) County facilities. Title 13 of the Douglas County Code and the Programs and Facilities Manual outlines these rules and regulations. A copy may be obtained from the Community Center administration.

- All reservations for use will require **FULL PAYMENT** of the Application Fee (\$5.00), the Reservation Fee and the complete (cleaning/security) Deposit, including any additional fees for staffing, security or alcohol use, a **minimum of 10 (ten) days prior to use.**
- The user of the facility covered by this permit must have the approved application in possession during time of use.
- Users will be provided any requested tables and chairs. It is the user’s responsibility for both the room set-up and the take- down, returning chairs and tables as they were provided.
- Douglas County, its employees and representatives shall be held harmless for damage or loss of applicant's or group's property and/or equipment and for any personal loss or injury incurred by the applicant or by the group's personnel, employees or participants. Applicant or groups shall be obligated to reimburse Douglas County for all expenses incurred by the County in the event of legal action taken against your organization or group.
- Depending on the event, the Department may require that security services be provided as a condition of application approval, under the following circumstances: 1.) if an event makes a major impact on the facility, 2.) when alcohol is being served or sold, 3.) when additional precautions are deemed necessary due to the nature of the event.
- When security is required, private security will be arranged by the Department. The applicant is responsible for ALL fees for the security services.
- Upon Check-Out the Recreation Supervisor or her/his representative may determine if deposit refund needs to be adjusted based on excessive cleaning needs, damage to facility and/or equipment, staying past scheduled Check-Out time, etc.
- Violation of any established rules or regulations regarding facility usage are contract infractions and are subject to immediate termination of the application by the Recreation Supervisor or her/his representative.

AGREEMENT

I, _____ of the _____
Name of Individual Applicant Name of the Group/Organization

Am familiar with the rules and regulations, including the above listed, regarding use by the public of the Douglas County Community & Senior Center facility and agree on behalf of the group/organization to abide by all provisions thereof. I, furthermore agree to be responsible and liable on behalf of the group/organization, for any damages, including excessive cleaning being required, as a result of our use.

Signature _____ Date _____

THIS APPLICATION GRANTS NO PRIVILEGES UNTIL VALIDATED AND RETURNED TO YOU.

THIS SCHEDULE, IF APPROVED, IS FIRM AND CANNOT BE CHANGED WITHOUT DEPARTMENT APPROVAL IN ADVANCE.

----- **Staff Use Only** -----

Date DCCSC Received: _____ Received by: _____

Approved by: _____ Date Approved: _____

Disapproved by _____ Date Disapproved: _____

Total Fees: _____ Due By: _____

Deposit: _____ Paid Date: _____

Refund Amount: _____ Refund Issued Date: _____

Additional Remarks: _____