

FACILITY USAGE AGREEMENT INSTRUCTIONS
City of Alturas

Page 1 Form fields/information:

Date agreement is filled out (eg. on the “15” day of “May”)

Lessee of the agreement (eg. “John Smith” or “My Organization Name”)

Lessee wishes to rent/lease/use: (please see attachment for layout)

Livestock Complex

Roping Arena (this is the arena closest to the Elementary School; this is where the Masten Ramsey takes place. Located on the West side of Nagle Street)

Showgrounds and Barns (this is the JLS Showgrounds, covered livestock barns, Wesley Williams Beef Barn as well as the new JLS Covered Arena)

Baseball/Softball Fields, concessions and batting cage

Soccer Fields (the soccer fields are located in the SW corner of the Baseball/Softball fields, the corner of Fourth and Nagle)

For the purpose of: (eg. Gymkhana, Junior Livestock Show, Family Reunion)

Date(s) of use: (eg. 4/15/20xx to 4/19/20xx, or Monday, April 10th 20xx)

During the term of this agreement, use of the facilities described above shall be:

Open for use by other parties with consent of Lessee and City. (Ok for other to use the same grounds as you or your organization)

Closed to use by other persons or entities. (Not ok for others to use the same grounds as you or your organization)

Fees for use of City owned facilities are listed below:

Livestock complex:	\$50 a day for Roping Arena
	\$50 a day for Showgrounds, and Barns
Baseball/Softball Fields	Please see Public Works Director
Soccer Fields	Please see Public Works Director

Deposit Amount: (please write separate check for deposit. After key is returned and inspection is done by Public Works employees, the deposit check will be returned unless facility in not left in satisfactory condition.)

Key Deposit \$50

Cleaning Deposit \$50 (price may be more depending on previous use of facility)

Rental agreement: state time and date agreement is to be terminated (eg. 5:00 pm on February 6th, 20xx)

Page 2 Form fields/information:

Lessee declares that it is:

Individual (eg. self)

An unorganized/unincorporated group of individuals (eg. family, friends)

A non-profit organization, or assn. or corp.

A “for profit” business entity (eg. Corporation, business)

A government agency

As a requirement in our City Code you must provide proof of insurance naming the City of Alturas as additionally insured with a minimum of a million dollar (\$1,000,000) liability insurance.

FACILITY USAGE AGREEMENT INSTRUCTIONS
City of Alturas

Lessee Name (name of individual or organization)

Attention (name of contact person should there be any questions)

Mailing Address (address where documents and deposit can be sent)

City, State, Zip

Phone # (a phone number that can be used for question regarding the agreement)

Email Address (an email address to send a copy of the completed agreement after the City Officials have signed)

Sign (have the appropriate person for your organization sign the agreement, this is usually the person whom can bind your organization into contracts)

Date (date signature took place)

Printed Name (print name of signer)