

# Presidio County Facilities Public Use Request Form

Please complete the entire application and submit to Facilities Manager at least 14 days prior to the event. Contact information is listed under County Offices on Presidio County web page. Incomplete applications may not be considered.

1. Event Name:

2. Description of public space requested:

a. Please describe Interior Building space requested:

b. Please describe Exterior Grounds Site requested (South, Southwest, West, Northwest, North, Northeast, East, Southeast, or Entire):

3. Dates requested:

4. Sponsoring Organization and Federal ID #:

5. Print Two Contact Names:

6. Address:

7. Phone Numbers:

Fax Numbers:

8. Emails:

9. Purpose of event (Attach additional page if necessary):

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10. Detail description of event is required. Anything not included in this description may not be allowed. Some events may require event insurances and beverage or food sales permits. Attach additional page showing diagrams, propos, etc. if necessary:

Description of any large banners, signs, etc. (Defacing or distorting the view of this Historic Site will not be permitted. Nothing may be attached to any structure on the grounds, site, the fence or adjacent buildings.)

Are handouts included? If yes, attach sample. (Circle one) Yes No

11. Time schedule for the program. Please be specific and provide copy or draft of program.
12. Please list all additional equipment, including electrical power requirements, provided by the event holder to be used during the event. The Presidio County Facilities Maintenance Department will inspect all power equipment, extension cords, etc. for usage. Note: Presidio County has the right to refuse or not allow any unsafe operations of equipment, power cords, etc. at any time.

13. Total number of persons expected to attend each day:  
Participants:                      Staff:                      Others:

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14. List of each event times for each day:

Date	Day	Set up time	Start time	Event end time	ready for final inspection time
	Mon.				
	Tues.				
	Wed.				
	Thur.				
	Fri.				
	Sat.				
	Sun.				

NOTE: If requesting organizer is requesting multiple days of events please provide additional information and attach to this form.

## **AFFIDAVIT**

I have read the Presidio County Facilities Management Policy and agree to comply with this policy. I understand that all events are subject to cancellation. I understand that I am responsible for any damages to County Facilities, adjacent structures, furnishings, lighting, grounds and site as a result of my event. I will provide necessary permits and insurances.

Authorized signature of representative and/or responsible party for event.

\_\_\_\_\_ Date \_\_\_\_\_

Use Fee and/or Deposit amount will be determined when application is received for consideration.

Approved deposit \$ \_\_\_\_\_ Approved use fee \$ \_\_\_\_\_

Presidio County Representative Approval \_\_\_\_\_