

Reservation Request

Date Needed: _____

Time Needed: _____

Number of People: _____

Number of Tables: _____

Number of Chairs: _____

Room Number Requested: _____

***Rooms are reserved on a first come first served basis.**

Print Name of Applicant or Representative

Print Name of Organization

Address: _____

Phone: _____

I/We _____

Do hereby state that I/We have read, and understand and agree to assume full responsibility for my organization in complying with any and all of the policies and procedures regarding the use of the Agnes Kastner Head Community Center as well as the additional Policies and procedures that may be adopted and marked as "Exhibit A"

Signature

Date

Agnes Kastner Head Community Center

Meeting space for the following organizations:

- Cultural
- Governmental
- Employee groups *
- Non-Profit Organizations
- Profit-Making Organizations*
- Educational
- Civic
- Commercial Firms*

***Must be of an educational/
non-profit nature.**

**Meeting rooms have
capacities of 25–50 people.**

**Closed on City-observed
holidays, bad weather, or
emergencies.**

**Rooms MAY NOT be reserved
for sales or promotional type
meetings, private parties,
rallies, or fundraisers.**

Agnes Kastner Head Community Center

HOBBS SENIOR CENTER



Facility Reservations



200 e. Park St.

Hobbs, NM 88240

(575) 397-9301

Who my reserve the facility:

The facility may be reserved for use by civic, educational, governmental, and Cultural groups when no admission fee is charged. Exceptions may be meetings sponsored by the City, approved non-profit educational groups, institutes, institutes with short term workshops, discussion groups and forums involving nominal fees. It **may not** be reserved by commercial groups, or profit making organizations. Employee groups of commercial firms and profit making organizations sponsoring an educational program of a non-profit nature will be interpreted as educational groups. Management must not use the meeting as a sales or promotional type meeting.

Meeting rooms may not be reserved for private parties, rallies, or fundraisers.

How to reserve the facility:

Meetings at the facility may be scheduled from 8:00 am—9:00 pm on Thursdays. Meetings at the facility may be scheduled 8:00 am—5:00 pm Monday—Wednesday and Fridays.

We are not open on City observed Holidays or Weekends. You must contact the Senior Center office and complete the Reservation Request. Please note that any current occupants of the Community Center will not be permitted to set up regular meeting times. All rooms will be reserved on a first come, first serve basis. The rooms must be scheduled at least 48 hours in advance. All groups granted permission to use the facility are required to provide the Senior Center office with the name, address, and phone number of a representative.

The person named shall be responsible for the room reserved and for dealing directly with the Senior Center Office staff. The representative shall notify the office immediately if the group decides to cancel the reservation. The representative for the organization shall sign a reservation form to confirm the date requested and acknowledge receipt of a copy of the rules and regulations that follow:

Rules & Regulations:

The Agnes Kastner Head Community Center may be used as long as it is not required for Senior Center activities or Recreation purposes by the City of Hobbs. All persons and organizations utilizing the facility shall adhere to the policies.

1. The facility shall be held for thirty minutes after the reservation booking time. After the thirty minute grace period, the facility will be closed or the room may be used for other activities.
2. The representative for the organization shall sign a form to confirm the requested and to acknowledge receipt of the rules and regulations.
3. There will be a limited number of chairs and tables set up in the individual meeting rooms. If additional chairs and tables are needed, the group reserving the facility will be responsible for any additional set up.
4. Children must be supervised by an adult at all times.
5. Alcohol/drugs and smoking (including ecigs) are prohibited in the facility.

6. All areas shall be left in the same condition as before occupancy and use, including return of additional chairs and tables to their original location.
7. The organization or party using the facility will be held financially responsible for any and all damages that may occur during their facility use.
8. The City of Hobbs Parks and Recreation Department, with the approval of the City Manager, reserves the right to change any rules or regulations at it's discretion.

So we may provide you with the appropriate room, please let us know if you need any of the following:

_____Podium _____Internet
 _____TV/DVD _____Other

Please Explain: _____

Note: The City of Hobbs shall not be responsible for any loss to personal property from fire, theft, vandalism, water, or from any cause whatsoever, or for personal injuries sustained on the premises. All organizations and persons utilizing the facility shall adhere to the policies.