

6935 Hwy 17  
 Alamosa, CO 81101  
 719-496-7473  
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**Guidelines for Use of the Rio Grande Farm Park Education Center**

**Background:** The Rio Grande Farm Park encourages groups to use the Education Center for youth education, meetings, training, celebrations, and other events. This document defines important guidelines for use of the facility. This is a community resource - we thank you for helping us maintain it for public benefit!

**Guidelines:**

- General hours: 8am-10pm, reserve times to include time needed for setup and teardown
- No storing items inside the Education Center.
- If you have a late event (after dusk), you must lock the large gate after everyone else has left.
- You are strongly encouraged to schedule an orientation the week before your event. There is limited staffing on weekends, someone may not be available to help the day of your event.
- Reservations must be made *at least a week* in advance and no more than *3 months* in advance
- If the space requires additional cleaning, the \$50 deposit will be forfeited to cover the time to clean up.
- Payment is required for all events:

Priority Events	1-3 hours	Day Rates
<b>Priority Groups Include:</b> <ol style="list-style-type: none"> <li>1. Youth education activities</li> <li>2. Local foods/farming groups</li> <li>3. Public workshops</li> <li>4. SLV non-profit groups</li> <li>5. Farm Park farmers, families, and staff</li> </ol>	\$50/hr  Plus \$50 refundable deposit	\$400 (\$200 half day) - negotiable  Plus \$50 refundable deposit

General Events	1-3 hours	Day Rate
General Events Include: <ol style="list-style-type: none"> <li>1. Meetings</li> <li>2. Conferences</li> <li>3. Celebrations</li> <li>4. Commercial Rental</li> <li>5. Other uses</li> </ol>	\$75/hr  Plus \$50 refundable deposit	\$500 (\$300 half-day)  Plus \$50 refundable deposit

- No political parties or candidates seeking office will be allowed to use the Education Center space
  - Elected officials may use the space for Town Halls or similar gatherings
- All entities must read and sign the **User Agreement** (see below)

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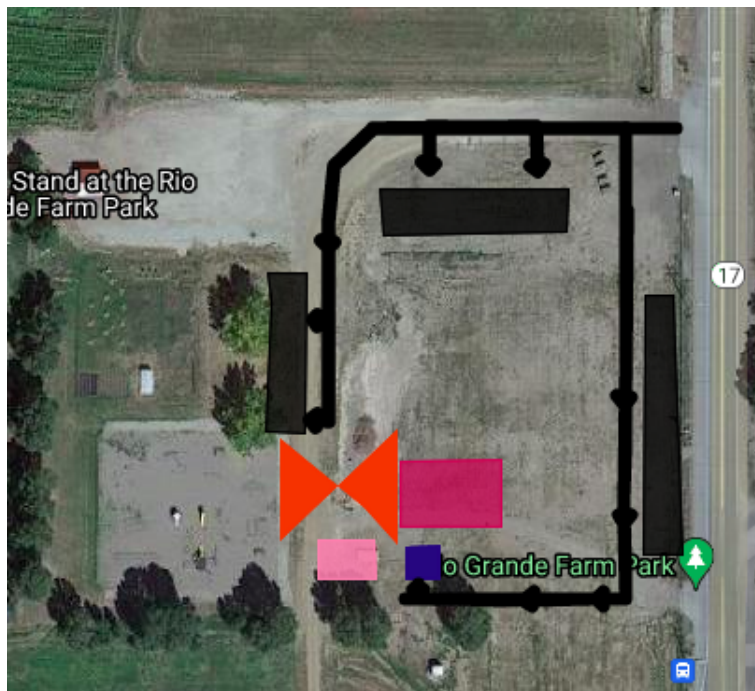
### User Agreement for Education Center Space

The individual, or individual representing the group, agrees to the following:

- A \$50 deposit will be refunded if the space is left in good condition
- The key will be returned to the lockbox after the event.
- If renting on the weekend, you will attempt to schedule a brief orientation during the weekday (Monday through Thursday) prior to the event with Program Director or Facilities Manager
- Vehicles will adhere to the 5mph speed limit and parking as detailed below.
- Chairs will be stacked neatly along the North Wall after use.
- Tables will be cleaned and stacked against the east wall in the cart.
- Renter assumes responsibility and payment for technology, equipment, and/or furnishings damaged during the event.
- No nails, pins, or any alteration may be made to surfaces of the Education Center interior.
- No confetti, glitter, or food fights.
- Recycling and trash will be packed out by renter

### PARKING

- ADA PARKING
- Education Center
- Bathroom
- PARKING
- PARKING
- PARKING
- VEHICLE ROUTE
- VEHICLE ROUTE
- NO PARKING



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date