



CITY of EL PASO
EMPLOYEES RETIREMENT TRUST

Application Form for Facility Use

Organization/Club/Group Name: _____

User Name: _____

Address: _____

City, State, Zip: _____ Phone: _____

Email: _____

Room Requested: _____

Date(s)/Day(s)/Time(s) Requested: _____

Duration of Request (no longer than 90 days): _____

Describe Activity:

Today's Date: _____

I agree to the attached Use Guidelines.

User Name (Printed)

User Signature/ Title



Use Guidelines:

1. The applicant may not be a for-profit entity, and the event may not be for commercial or political purposes.
2. The activity is not being conducted for the purpose of fund-raising or financially supporting commercial activities.
3. Occupancy limits, if posted, must be strictly enforced.
4. The Retirement Trust reserves the right to cancel a room use without notice in the event the room is needed for higher priority use.
5. The Retirement Trust does not sanction or necessarily support any non-Trust business activity taking place at the Retirement Trust Administration Building.
6. Any advertising or programs sponsored by an outside agency are required to be pre-approved by the Trust. Distribution of printed materials by the user or attendees of the activity shall be limited to the room that has been reserved for the activity. Printed notices of an upcoming activity are not allowed unless approved by the Retirement Trust. No posting of a meeting is allowed at the facility.
7. Retirement Trust staff will have access to and may enter the room at any time.
8. Individual and group users are responsible for any and all damage during the use of the room and for the cost of any cleaning or repair that may be necessary as a result of use of the room.
9. The Retirement Trust is not responsible for room set up.
10. Any special arrangements, uses outside normal and reasonable activities, or unusual requests will be documented on the request form and require the pre-approval of the Retirement Trust.
11. All uses will comply with all Federal, State and City laws and ordinances and any and all rules and regulations applicable.

In order for you or your organization to be eligible for consideration for room use, you shall comply with the following:

1. Submit a formal request on the designated form to the Retirement Trust indicating the desired room usage. Submit application no less than seven calendar days or more than 30 days in advance.
2. Use period may be no longer than 90 days per request.
3. Requests must be submitted in person.

Request forms may be obtained from the Retirement Trust or on the web at www.eppension.org. If you have any questions concerning the guidelines, please contact Karina Chavez at (915) 212-0112.

The Trust reserves the right to deny any request based upon the sole discretion of the Trust's Administrative Staff at any time. Submission of an application is not a guarantee of approval for use of the facilities. The Trust Administration will confirm approval based upon the review of each completed application.

INDEMNIFICATION

All parties and entities using the Trust's Administration Building in accordance with this policy shall be required to execute a user agreement that requires indemnification of the Trust, Board, and staff for personal injuries and property damage caused by the negligence of said parties and entities.

I ACKNOWLEDGE THAT I HAVE READ THE ABOVE GUIDELINES AND THAT I AGREE TO COMPLY WITH SAME.

Applicant Initials: _____ Date: _____