

COMMUNITY CENTER/MESA SCHOOL HOUSE

RESERVATION CHECKLIST ✓

PAYMENT, CREDIT CARD INFORMATION, AND REQUIRED DOCUMENTATION IS DUE BEFORE RESERVATION WILL BE APPROVED OR CONFIRMED

CANCELLATION WILL OCCUR IF THESE ITEMS ARE NOT PROVIDED

1. **Payment** (via credit card only) ✓
 - a. You will need to save a credit card to your profile within the ActiveNet reservation system for payment and to secure your deposit.
 - b. Find [instructions](#) on the City Website at [Facilities / Community Center / Instructions / View Reservations & Add credit card to profile](#).

2. **Deposit** (credit card required) ✓
 - a. The card in your ActiveNet Reservation profile is used to guarantee the deposit - the card is not charged unless damages occur. Your card will not be charged without prior notice.

3. **Facility Use Agreement** – sign and return to tchilders@steamboatsprings.net. ✓
 - a. The form can be found on the City of Steamboat Springs Website, [click here](#). Or [click here for the Mesa School House Agreement](#).

4. **Certificate of Insurance (COI)** - is required if the event is open to the public ✓
 - a. A COI is not required if the event is by invitation only.
 - b. The COI should indemnify the City of Steamboat Springs and mention the facility you're renting.
 - c. You can obtain a COI through multiple online services.

5. **Alcohol** – permission from the City Clerk's office is always required. ✓
 - a. Please read - item #5 in the Facility Use Agreement

6. **Key** – you must pick up a key prior to entering either facility ✓
 - a. Please pick up a key the day before your event, unless your event is on the weekend.
 - i. Weekend events will need to pick up the key no later than Friday at 11:30 a.m.
 - b. **Key pick up:** 927 Oak Street, red brick house, located behind Centennial Hall on 10th and Oak Street.
 - c. **Return your key** to the same location or drop in the Utility Drop Box located at City Hall at 137 10th Street