

CITY OF LAS VEGAS INTERMODAL FACILITY  
APPLICATION FOR USE OF CONFERENCE ROOM

MCE Transportation Department, 500 Railroad Avenue, Las Vegas, N.M. 87701, (505) 454-8583

PLEASE TYPE OR PRINT

1. **REQUIRED APPLICATION PACKET AND DEADLINE** Groups/Individuals interested in using the Intermodal Facility Conference Room (Capacity 22) who do not complete and return this form with the required signature to the MCE Transportation Department Office at least 7 days in advance of the requested date of usage may forfeit use of the conference room. This stipulation applies to all groups/individuals. Payment for rental of facilities must be received 7 days prior to the scheduled event/meeting.

2. **REQUIRED INFORMATION FOR SPONSORING GROUP/INDIVIDUAL**

Sponsoring Group/Individual: \_\_\_\_\_

Contact Persons Name, Title and Complete Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contacts Day Phone: \_\_\_\_\_ Contacts Evening Phone: \_\_\_\_\_

Contacts Fax Number: \_\_\_\_\_ Contacts E-Mail Address: \_\_\_\_\_

3. **REQUIRED EVENT/MEETING INFORMATION**

Name of Event/Meeting: \_\_\_\_\_

Date of Event/Meeting: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

4. **EQUIPMENT**

Equipment is available for use in the conference room. Equipment consists of TV, VCR, Projector, Projection Screen and Dry Erase Board.

5. **FOOD SERVICE**

Will food be served at your event/meeting? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of Food Service provider: \_\_\_\_\_

6. **AGREEMENT** All applicants must provide a signature and date at the end of this section for final approval of application

A. The applicant agrees to pay for any theft, vandalism or damages occurring at said event.

B. The applicant agrees to adhere to all City of Las Vegas rules and regulations (and any regulations specific to the reserved facility).

C. The applicant agrees that they will be responsible for any liability due to their wrongful or negligent actions, or those of their officers, agents, guests or invitees

\_\_\_\_\_  
Print Applicants Full Name

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

\_\_\_\_\_ has agreed to rent the City of Las Vegas  
(Sponsoring Group/Individual)  
Intermodal Facility Conference Room and agrees to the extent authorized by law, to indemnify,  
save and hold harmless the City of Las Vegas, its employees, agents and governing board,  
against any and all claims, damages, liability and court awards, including cost expenses and  
attorney fees incurred as a result of any act of omission by the user, or its employees, agents,  
subcontractors or assignees.

The Conference Room will be used on \_\_\_\_\_ between the hours of  
(Date)  
\_\_\_\_\_ and \_\_\_\_\_.  
(Time) (Time)

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_.

(Seal)

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_