



# County of Eddy

State of New Mexico

## EDDY COUNTY COURTHOUSE USAGE REQUEST FORM

**COMMISSIONERS**

**Ernie Carlson, Chairman**  
District 1

**Fred E. Beard, Vice Chair**  
District 3

**Jonathan A. Henry, Member**  
District 2

**Sarah Cordova, Member**  
District 5

**Bo Bowen, Member**  
District 4

**COUNTY MANAGER**

**Roberta Gonzales**

**ELECTED OFFICIALS**

**Rhonda Hatch**  
Assessor

**Cara Cooke**  
Clerk

**Jay L. Francis**  
Probate Judge

**Mark Cage**  
Sheriff

**Laurie Pruitt**  
Treasurer

Eddy County  
Administration Complex  
101 W. Greene Street  
Carlsbad, NM 88220  
575-887-9511(p)  
575-236-1061(f)

Purpose of Use:

\_\_\_\_\_

Event Date/Time:

\_\_\_\_\_

Organization:

\_\_\_\_\_

Contact Person:

\_\_\_\_\_

Address:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

Phone Numbers:

\_\_\_\_\_

\*Events expected to reach occupancy capacity of 300 simultaneous participants must provide one (1) Security Personnel for every 100 guests. For capacity occupancy, one (1) portable toilet must be supplied for every 100 guests, with a minimum of one (1) ADA portable toilet provided per event.

**Release of Liability**

The COUNTY shall not be responsible for any personal injury, death, or property loss or damage to the persons or entities using the facilities, their agents, employees, officers, representatives, assigns, customers, patrons, guest, or invitees arising from any cause or causes whatsoever.

In consideration for the use of the COUNTY facilities named above, I do, for myself, the organization represent, my heirs, executors and administrator, hereby release and discharge the Eddy County, its officers, directors, employees, and agents from all manner of claims, liabilities, obligations, caused of action, damages, suits, losses, and expenses of every kind, which I and/or the organization I represent have now or hereinafter and which are associated, in any manner, with this Permit, the use of the facilities, or the event listed above.

Additionally, I and the organization I represent shall save, indemnify, and hold harmless the County, its officers, directors, employees, and agents from agents and against any and all claims, liabilities, obligations, causes of action, damages, suits, losses, and expenses of every kind, together with any attorneys' fees and litigation costs, made by or on behalf of any person or entity arising out of the in any manner associated with this Permit, the use of the facilities, or the event listed above.

\_\_\_\_\_  
Signature

**FOR OFFICE USE ONLY**

Clean-up Deposit \$100 deposit will be returned if Park is left clean of all trash.

Paid: Cash Check Credit Card (receipt attached) Staff Initial: \_\_\_\_\_ Date: \_\_\_\_\_

Date Reserved: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Approved By: \_\_\_\_\_

Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

Director: \_\_\_\_\_

County Administration Designee: \_\_\_\_\_