

**GRAHAM COUNTY GENERAL SERVICES BUILDING
ROOM RESERVATION REQUEST FORM**

Government agencies, non-profit organizations and sponsored partners of the county are welcome to use the Assembly Room or Conference Rooms on a first come/first serve basis according to the following guidelines:

- 1) Advance reservations must be made.
- 2) In order to reserve the room this form must be completed and filed with the Board of Supervisors staff at the following address:

Graham County General Services Building
921 W. Thatcher Blvd.
Safford, AZ 85546
928-428-3250

- 3) The meeting room key may not be picked up more than one day in advance of the scheduled meeting date and should be returned immediately by dropping it in the mail box in the parking lot.
- 4) It is the responsibility of the reserving party to set up tables and chairs as needed and to return the room to its **ORIGINAL CONDITION** at the conclusion of the meeting.
- 5) Refreshments should be kept to a **MINIMUM**. It is the responsibility of the reserving party to ensure the facility (tables, carpet, kitchen, etc.) is **FULLY CLEANED** after the serving of refreshments.

NAME OF RESERVING AGENCY: _____

AGENCY ADDRESS: _____ AGENCY PHONE: _____

MEETING DATE REQUESTED: _____ MEETING TIME: _____

TYPE OF ACTIVITY/PROGRAM PLANNED: _____

INDIVIDUAL RESPONSIBLE FOR KEY, SETUP, AND CLEANING: _____

WORK PHONE: _____ HOME PHONE: _____

APPROVED BY: _____ KEY ISSUE DATE: _____

I HAVE READ THE FOLLOWING ARIZONA REVISED STATUTES 13-3715.

SIGNATURE: _____

Arizona Revised Statute 13-3715

A person who knowingly manufactures or duplicates a key, for himself or another, to any building controlled by an agency of this state without authorization is guilty of a class 3 misdemeanor.

**ACKNOWLEDGEMENT/ASSUMPTION OF RISK
WAIVER AND RELEASE OF LIABILITY AGREEMENT**

ACKNOWLEDGEMENT AND ASSUMPTION OF RISK

I am aware of the covid-19 pandemic and related governmental orders, directives and guidelines (collectively “directives”), including directives for frequent hand washing, social distancing and use of face masks in public locations. I am aware that this facility and the activity for which it is being used will be occurring in a public location during the covid-19 pandemic. I am aware that I could be infected, seriously injured or even die due to covid-19. I accept and voluntarily incur any and all risks or danger of bodily injury, death, property damage, loss, expense or harm which arise during or result from my use of the assigned facility/grounds, regardless of whether or not caused in whole or in part by the alleged or actual negligence of graham county, its officials, employees, representatives and volunteers.

I verify this statement by placing my initials here: _____

WAIVER AND RELEASE OF LIABILITY

In consideration of permission granted by Graham County (“County”) the use of its facility, I _____ (“Lessee”) represent, covenant and agree, on behalf of myself, my heirs, assigns, representatives, guardians, spouse, children, next of kin and any other person claiming by, under or through me, as follows:

1. I waive and release any and all claims against the County for any and all bodily injuries, death, property damages, losses, expenses or harm, whether known or unknown, which arise during the use of their facility/grounds, regardless of whether or not caused in whole or in part by the alleged or actual negligence or other fault of the County. I waive, release and forever discharge the County from such bodily injuries, death, property damage, loss, expense or harm.
2. I agree to indemnify and hold the County harmless from any and all claims, liabilities, damages, costs, losses, or expenses (including, but not limited to, reasonable attorney fees and other litigation cost and expense) incurred by the County as the result of any claims, lawsuits or administrative authority that I (or anyone claiming by, under or through me) may file against the County to recover any and all liabilities, damages, costs, losses or expenses which arise during or result from my use of the facility/grounds, regardless of whether or not caused in whole or in part by the alleged or actual negligence or other fault of the County.
3. I have carefully read and reviewed this Release and Waiver of Liability and Hold Harmless Agreement (“Agreement”). I understand it fully, agree to its terms and execute it voluntarily.

4. This Agreement is intended to be as broad and inclusive as permitted by the laws of the State of Arizona and that if any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

5. This Agreement and its terms shall survive the cessation of my use of the facility/grounds.

Executed at _____, Arizona on, 20____.

LESSEE/RELEASOR

Signature

Address: _____
