

# Contractor Application - Renewal



Grand Junction Parks and Recreation  
1340 Gunnison Ave. Grand Junction, CO 81501  
(970) 254-3866  
Fax (970) 242-1637

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## CONTRACTOR INFORMATION

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Business Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State and Zip

Phone No: Home ( ) \_\_\_\_\_ Office ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

E-mail \_\_\_\_\_ Website Address \_\_\_\_\_

Do you have any special needs or medical concerns/limitations we need to be aware of? YES NO

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## CONTRACT PROGRAM INFORMATION

Supply all program related information directly to your Grand Junction Parks and Recreation contact included a sample curriculum.

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## FACILITY AND EQUIPMENT/SUPPLIES INFORMATION

*I will provide a facility (facility inspections are conducted on a routine basis and prior to programs beginning):*

Facility Address: \_\_\_\_\_  
Street City State and Zip

Is this facility currently being used for this same program or a similar program? YES NO

*I will not provide a facility and need one to be provided, describe what type of facility is required. Be sure to include specifics about type of floor, lighting, location, etc.*

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Is storage required? YES NO

If YES, please describe storage requirements. Be sure to include examples of what will be stored, for how long, approximate size of space needed, proximity to program, etc.

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What supplies/equipment are provided by participant:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What supplies/equipment are provided by contractor:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What supplies/equipment/administrative assistance are provided by City of Grand Junction:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MARKETING/WEBSITE INFORMATION**

What information would you like listed as public information on the website:

Home Phone	YES	NO	Work Phone	YES	NO
Cell Phone	YES	NO	Fax Number	YES	NO
Email	YES	NO	Photo	YES	NO

Would you like a bio on the website?	*YES	NO	*Email bio to staff
Would you like a picture on the website?	*YES	NO	*Staff will provide instructions

**CONTRACTOR AGREEMENT** (Please read carefully before signing.)

By my signature below I affirmatively represent that I am able to perform the functions of the position for which I have described in the application.

I understand that all information furnished here may be verified. I authorize all individuals and organizations named in this application to release supporting information relative to such verification, and release such sources and the City of Grand Junction from liability for any claim that may result.

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

## **Renewal Contractor Checklist – For Staff Use Only**

**Business/Contractor Name** \_\_\_\_\_ **Contact** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Renewal Application Received (original in hallway)** Date \_\_\_\_\_ Staff Initial \_\_\_\_\_

**Sample Curriculum Provided (original in hallway)** Date \_\_\_\_\_ Staff Initial \_\_\_\_\_

**Copies of Certifications (original in hallway)** NA \_\_\_\_\_ Date \_\_\_\_\_ Staff Initial \_\_\_\_\_

**Copy of Liability Insurance Received listing  
City of Grand Junction as additional insured (original in hallway)** Date \_\_\_\_\_ Staff Initial \_\_\_\_\_

**Facility Inspection including ADA Review** NA \_\_\_\_\_ Date \_\_\_\_\_ Staff Initial \_\_\_\_\_  
*Dave Roper Present/Not Present*

**Training on City Policies and Procedures** NA \_\_\_\_\_ Date \_\_\_\_\_ Staff Initial \_\_\_\_\_  
*Drop in fees*

*Attendance sheets \*NEW* Date \_\_\_\_\_ Staff Initial \_\_\_\_\_

*Supplies and equipment* Date \_\_\_\_\_ Staff Initial \_\_\_\_\_

*Instructor changes/substitutes/cancellations* NA \_\_\_\_\_ Date \_\_\_\_\_ Staff Initial \_\_\_\_\_

*Accident/Incident reporting* Date \_\_\_\_\_ Staff Initial \_\_\_\_\_

*Use of City facilities including storage* NA \_\_\_\_\_ Date \_\_\_\_\_ Staff Initial \_\_\_\_\_

*Refunds/Complaint process* Date \_\_\_\_\_ Staff Initial \_\_\_\_\_

*Program evaluations* Date \_\_\_\_\_ Staff Initial \_\_\_\_\_

**W-9 (turn in to LSR “bills” desk)** Date \_\_\_\_\_ Staff Initial \_\_\_\_\_

**Contract (original to City Clerks, copy in hallway)** Date \_\_\_\_\_ Staff Initial \_\_\_\_\_

**Keys Checked Out** NA \_\_\_\_\_ Date \_\_\_\_\_ Staff Initial \_\_\_\_\_

**Results of Program Audit from Previous Year** Date \_\_\_\_\_ Staff Initial \_\_\_\_\_  
Notes