

WASKOM COMMUNITY CENTER RENTAL AGREEMENT



The citizens of Waskom, Texas have constructed a facility they would like the public to have access to and enjoy on a limited fee basis for social, civic, cultural or charitable purposes. To keep this facility an impressive complex for future use, the following Rules and Regulations have been created to enforce its success. If you have any questions about this agreement, please contact the City of Waskom.

RENTER REQUIREMENTS

1. A rental application must be submitted and signed by the Renter prior to the reservation approval which acknowledges receipt and agreement to the Rules and Regulations. The renter/individual (one person only) signing the agreement must provide a valid state-issued driver's license or photo identification card (which will be copied). This individual will be responsible for any damages to the community center, equipment or surrounding grounds that occur during the rental terms and are the result of the usage by the renter and their guests.
2. The Renter must be 21 years of age or older to rent the Waskom Community Center.
3. Renters shall comply with all City ordinances, Federal and State Laws.
4. At no time shall a Renter sublease or assign its reservation to another person, group or organization. Nor shall the use of the facility be for any other purpose that what is stated on the application.
5. The above terms, along with a security deposit of \$200 along with the full payment of the rental fee agreed to must be paid **IN CASH** to the City of Waskom by the Renter prior to the issuing of access to the facility.

COMMUNITY CENTER RULES AND REGULATIONS

Renter(s) and their guests or anyone they permit on the premises of the Community Center at 465 W. School Avenue in Waskom, Texas during their rental must abide by these rules:

1. The following Fire Prevention procedures shall be observed at all times:
 - a. The use of pyrotechnics, smoke generating devices, Candles and fog machines are prohibited.
 - b. At no time shall fire protection devices be rendered unusable, including the blocking of fire extinguishers, the covering of or removal of batteries from smoke detectors.
 - c. Marked exits shall not be blocked.
 - d. No propane tanks are allowed.
 - e. No smoking is allowed inside or within 15 feet of any entrance.
2. Music is ONLY allowed inside the community center and ONLY until 11:00pm.
3. Animals are strictly prohibited except for service animals.
4. Alcoholic beverages are strictly prohibited.

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5. Inflatable recreation devices are strictly prohibited INSIDE the building. Only NON-WATER devices are allowed outside the building. Renter must show proof of liability insurance provided by the Renter or the company providing the inflatable device.
6. No glitter, rice, confetti, birdseed or any item of the like shall be thrown (or used as decoration) inside the building.
7. Unauthorized intoxicants, drugs, controlled substances and firearms are strictly prohibited.
8. All kitchen equipment and supplies, tables, chairs, television and all other equipment in the Community Center are property of the City of Waskom and shall not be removed from the interior of the building at any time.
9. No outside chairs or tables can be brought into the building.
10. The Television is for meeting and training purposes only. Permission must be granted for its access and usage.
11. No cooking of fish, crawfish or seafood is allowed in the facility. No serving of crawfish is allowed in the facility.
12. 3M COMMAND OR SCOTCH WALLSAVER REMOVABLE TAPE is the only product allowed for attaching decorations to the walls, windows and ceiling. No nails, tacks, or adhesive tape are to be used on the walls, windows or ceiling.
13. Renter is responsible for all set-up and take-down of tables and chairs.
14. Renter is responsible for leaving the Community Center and the surrounding grounds in a clean and sanitary condition as outlined in the Application for Rental Agreement.
15. The City of Waskom is not responsible for lost, damaged or stolen personal items during your rental period.
16. No admission fees to events held in the facility will be allowed unless waived by the City Administration prior to rental.

RESERVATION PROCEDURES

1. To reserve the Waskom Community Center for an event, submit a signed application noting the Renter's personal information, dates and times requested, and acknowledgement of the terms for the Rules and Regulations of the facilities.
2. A City Official will respond to the Applicant within three (3) days regarding the availability of the facility.
3. Applicants must meet the terms of the Payment of Fees in order to secure the Reservation.

The City of Waskom retains the right to refuse requests for use of facilities or to cancel the Rental Agreement at any time if the regulations stipulated in the agreement are not adhered to, if there is a threat to the general welfare of those on the premises of the facility*, or if the City needs to conduct official business.

If the cancellation occurs due to negligence of the agreement on behalf of the Renter, there will be no refund issued to the Renter. However, if the cancellation occurs at the responsibility of the City for official business or a natural disaster requiring evacuation of the City of Waskom, then the Renter will receive a full refund of monies paid, as long as the building has not been used.

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**Should any disturbances, violation of City Laws, State Laws or United States of America occur, the City Official or its representative has the right to demand immediate vacancy of the building with no refunds of deposits or fees given.*

RENTAL AVAILABILITY

The Community Center at 465 W. School Avenue, Waskom, Texas will be available for rent Monday through Sunday from 1:00pm to 11:00pm. (This information may change based on Holidays and other extraneous factors.) A minimum rental time of Two (2) Hours is required for all rentals.

PAYMENTS OF FEES AND SECURITY DEPOSIT

1. To secure the reservation, the Security Deposit of \$200 must be paid IN CASH. Upon receipt of the security deposit the date and time for the event will be secured based on the terms of the Rental Agreement Application.
2. The cost to rent the Community Center is \$50 per hour for Residents of Waskom and \$75 per hour for Non-Residents. There is a two (2) hour minimum required for all rentals.
3. The Security Deposit may be used to recover the costs associated to repair or replace any property within the Community Center that is damaged or missing as a result of used by the Renter. It may also be used to compensate for the minimum number of hours of rental time established on the rental agreement if the Renter does not show. An additional charge will be billed to the Renter if damages exceed the Security Deposit.
4. Security Deposits will be returned to the Renter within seven (7) days of the event if the facility was clean and absent of any damage. Key Card must also be returned before the Security Deposit is issued. Renter will be required to pick up the deposit – it will not be mailed.
5. All rental fees are due fourteen (14) days prior to the rental date.
6. A Cancellation Fee of \$50 will charged if the Renter cancels the reservation inside of fourteen (14) days of the event. The fee will be deducted from the deposit.
7. Payments must be made IN CASH only.

CONTACT INFORMATION

For questions regarding rental of the Waskom Community Center, contact Tammy Lofton at (903) 687-3374 or email citysecretary@cityofwaskom.com.



WASKOM COMMUNITY CENTER APPLICATION FOR RENTAL AGREEMENT

Applicant Name:	Last:	First:
Phone #:	Home:	Cell:
Address:		
Email Address:		

Date of Event:	Day of Week:
Time bldg. will be opened:	Time bldg. will be closed:
Description of Event:	# of Guests Expected:

I am applying to rent the Waskom Community Center at 465 W. School Avenue in Waskom, Texas and have read and agree to the following:

CAPACITY: The Community Center has a maximum occupancy capacity of 150 persons.

Under no circumstances should there be more persons in the building at one given time than the capacity allows.

PARKING: There is no parking allowed on grassy areas.

SECURITY: At the city's option and at the renter's expense, the renter may be required to provide one or more police officers as may be determined by the occasion or the attendants. The City shall make this determination after reviewing the application for reservation. If the renter desires police supervision, arrangements must be made in advance with the City of Waskom Police Department and additional fees will apply. The City of Waskom Police Department has an office inside the Community Center and this office must be accessible at all times (including during the rental arrangements) to members of the Police Department. During all activities and events, a City Official has the right to enter any portion of the building for any purpose whatsoever any time.

INSURANCE: The City reserves the right to require applicants, when it is deemed necessary, to provide public liability and/or property damage insurance and any other coverage to protect the property.

STORAGE: Applicants are not allowed to store equipment or supplies in the Community Center other than during the hours that are specified without expressed written permission.



DECORATING: The only product allowed for attaching decorations to the walls, windows and ceiling is 3M COMMAND OR SCOTCH WALLSAVER REMOVABLE TAPE. No nails, tacks, or adhesive tape are to be used. The expense to repair any damage caused by decorating will be deducted from your security deposit.

TABLES/CHAIRS/EQUIPMENT: Tables and chairs are available for use and will be the responsibility of the Renter during the event. Any damage that is incurred will be deducted from the Security Deposit.

- No items available within the facility will be loaned out, nor can they be removed from the facility for any reason.
- The City will not be responsible for any extra expense the Renter incurs for rental or purchase of additional or specially needed equipment.
- Stacks of chairs are not to be dragged across the floor.
- Tables and chairs are to be set up and put away by the Renter.
- Electronic systems such as PA, microphone, film projector, screens, etc. are not provided. Applicants must provide their own equipment.
- No outside tables or chairs are allowed to be brought into the building or on the premises.
- The Television is to be used for meeting and training purposes only with permission.

KITCHEN: Renters are allowed full usage of the kitchen facilities which include a stove, refrigerator, microwave, etc. If utilized, these items must be properly cleaned after the event.

TRASH: Trash cans and can liners are provided. Trash should be removed as necessary to prevent overflows during the event and taken to the disposal area outside the facility that is provided.

EMERGENCIES: In the case of an emergency during the use of the facilities, including but not limited to plumbing problems, power failure and air conditioning problems, the Renter should immediately contact the City Official assigned to their event.

SECURITY DEPOSIT: This security deposit is required as a refundable damage deposit to secure the property listed in the agreement.

RENTAL FEES: All fees and deposits due will be paid IN CASH in full at least ten (10) business days prior to the first day of the rental.

CANCELLATIONS: A Cancellation Fee of \$50 will be charged if the Renter cancels the reservation inside of fourteen (14) days of the event.

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RENTER RESPONSIBILITIES:

The renter must be present at all times for the duration of the rental period and will be responsible for their guests, whether invited or not. If it is found that the Renter was not on site the entire time of rental, or that the Center was actually rented for the use of someone else, the full security deposit will be forfeited, not including any criminal violations for fraudulently signing a government document.

- 1) Events primarily involving minors (under the age of 18) require a minimum of Five (5) adults over the age of 25 must be present as chaperones during the entirety of the event. In addition, special consideration will be given for security personnel provided by the City of Waskom Police Department.
- 2) After the event:
 - All personal property must be removed, including items that are not the property of the City of Waskom or the Community Center.
 - The Community Center and the grounds around the center must be completely cleaned, including but not limited to:
 - ALL tables, chairs, counter-tops, sink, microwave, refrigerator and stove are sanitized with a disinfecting cleaner
 - Bathrooms: toilets are unclogged; floors, mirrors, sinks and toilets are sanitized
 - Floors: all floors (including the bathrooms) are swept and mopped
 - Walls: all decorations are removed
 - Trash: all trash is picked up, trash cans are empty, trash is properly disposed of
 - Locks: all doors are locked.
 - Damages: the renter must notify the City of any damages incurred to the facility, equipment or the grounds around the center within 48 hours.

- I understand that I must be present at all times for the duration of the rental period and will be responsible for my guests, whether invited or not.
- I understand that it is my responsibility to provide any cleaning supplies needed to clean the building after my event rental.
- I understand that I may not arrive prior to the contracted rental time and that all activities must be concluded and the Center cleaned by the completion of my rental time.
- I understand that my application to rent the Waskom Community Center does not in any way imply that the City of Waskom endorses, encourages or approves my purpose for renting the facility.
- I understand that The City of Waskom is not responsible for lost, damaged or stolen personal items during my rental period.
- I understand and agree that I am fully responsible for any damages incurred to the facility, equipment or grounds around the Waskom Community Center during my rental period.
- I understand and agree that the return of the Security Deposit is based on the condition I leave the Community Center in. If there are any damages and/or clean-up is not satisfactory, these cost(s) will be deducted from the deposit. A walk-through will be conducted by a City Official prior to and after the rental.



STATEMENT OF DAMAGE

I, the undersigned applicant, hereby agree to pay for any loss or damage to any and all equipment, property or facilities of the City of Waskom Community Center which shall ensue as a result of behavior or presence during my rental period. I further agree that this does not limit me in the amount of damages and it may be more than that of my actual Security Deposit. I agree to abide by the laws of the City of Waskom, State of Texas and the United States of America, along with any and all rules and conditions as set forth in this "Rental Agreement". I further agree to hold harmless the City of Waskom for any injury or incident that occurs during the rental period, and I further agree to indemnify the City as a result of such.

Applicant

Date

Driver's License Number

City Official or Witness

INSPECTION SCHEDULE

	Date	Time	Renter Initial	C/O Initial
Pre-Rental Walk Through				
Post-Rental Walk Through				

NOTES:
