

PILOT POINT COMMUNITY CENTER RENTAL AGREEMENT

Address: 310 S. Washington Street, Pilot Point, TX 76258



Today's Date: _____

Printed Name: _____

Organization: _____

TERMS AND CONDITIONS

Please read carefully and sign below to agree to these terms and conditions. My signature affirms:

- A deposit must be paid upfront to reserve the date.
- I have received a copy of the two-page Pilot Point Community Center Agreement;
- I acknowledge that the Pilot Point Community Center is a "Smoke and Alcohol Free" facility;
- Nothing is to be attached or placed on walls, ceilings or ceiling fans;
- I will use the Center according to information and requirements on agreement;
- No verbal agreements can be made with city representatives;
- I am entitled to use only the area that I have rented;
- Payment for the facilities shall be made by (date); which is seven (7) days prior to the event or this agreement shall be canceled.
- The keys for Weekday rentals shall be picked up at Pilot Point Community Library before 5:00 p.m. the day of the event. Keys for Weekend rentals shall be picked up at Pilot Point Community Library by 5:00 p.m. on the last business day before the weekend, except on legal city holidays. If on city holiday, renters may pick up the key on the last business day of that week. Key shall be returned to the drop box on the south side of Pilot Point Community Library, or returned in person to Pilot Point Community Library on the next workday;
- Renter will be at the Community Center at all times.
- Failure to clean the facilities, building, and grounds or failure to return the keys will cause the city to withhold part or all of deposit;
- I will be charged for additional hours used that are not stated on this form; Any return of deposit will be made within 30 days after the event;
- All setup and cleanup time shall be included in my rental fees.
- City Officials (including police officers) reserves the right to inspect the building at any time during the rental period.

DISCLAIMER: Granting permission to use the city facilities does not constitute an endorsement by the city of the group or its beliefs and/or practices.

Signature: _____

Date: _____

OFFICE USE ONLY

Deposit Date: _____ Receipt No. _____ Rental Fee Date: _____ Receipt No. _____

City Hall, 102 East Main Street, Pilot Point, TX 76258 Phone: (940) 686-2165

PILOT POINT COMMUNITY CENTER RENTAL AGREEMENT (2)

Address: 310 S. Washington Street, Pilot Point, TX 76258

Available Rental Time: Weekend hours from 8:00 a.m. to 11:00 p.m.
Weekdays from 6:00 p.m. to 11:00 p.m. Some Holiday times may be blocked.

Fees and Deposits (Cash, Check or Money Order if paid within two weeks of event)

Rental: Resident Fee:	\$100.00 per day or \$20.00 per hour (2 hour minimum)	Deposits:	\$200.00
Non-Resident Fee:	\$200.00 per day or \$40.00 per hour (2 hour minimum)		\$300.00

ADMISSION FEES OR SOLICITATION OF FUNDS IS PROHIBITED

ADDITIONAL TERMS AND CONDITIONS

Only one event scheduled in the Community Center per day. Use of the room includes restrooms, kitchen area (including appliances), back storage room (including tables, chairs, mops, brooms, and buckets), outside covered porch area, parking lot and grounds.

Deposits: All deposits are to be paid in full at the time reservation is made. Reservation is not valid without a deposit. 80% of the deposit will be refunded for cancellations made at least 72 hours prior to a reserved event. No refunds will be made for cancellations after that time. 100% of room deposit, if applicable, will be refunded upon satisfactory compliance with cleanup and damage requirements (see clean up and damage) within 30 days of the event.

Fees: Fees are computed from the time of initial set up through final clean up. All fees are to be paid at least one week in advance. If fees are not paid by this deadline, reservation will be canceled and deposit will be refunded. Under no circumstances is Renter to charge an entrance/usage fee or solicit money.

Reservations: You MUST show proof of city residency or Non-residence fee will apply. A reservation form must be completed along with the deposit, paid in full before reservation is valid. No one under 21 may sign the form. Reservations may be made up to 12 months in advance. Reservations must be made at least two (2) business days prior to the requested date. No reservations will be made after 12 noon on Fridays.

Key: Key for weekday rental may be picked up at Pilot Point Community Library the day of the event before 5:00 p.m. Key for weekend rental may be picked up before 5:00 p.m. the last business day of the week before rental (except legal holidays). If on city holiday the key may be picked up on the last business day of that week. Key should be placed in the drop box on the south side of Pilot Point Community Library or turned in the following business day inside Pilot Point Community Library. The deposit will be held if key is not returned.

Equipment Setup: The user is responsible for set up and re-storing of the tables and chairs used for event to their original position. (A chart is posted on the wall showing the positions.)

Care of City Equipment and Facility: DO NOT PUT ANYTHING ON WALLS, CEILING OR CEILING FANS!! No decorative or other materials may be physically attached in any way to any part of the Community Center.

Clean Up and Damage: Clean the facility and grounds at the end of the event. This includes: sweeping and wet mopping all floors, cleaning all walls, toilets, sinks, tables, chairs and appliances; clearing off all tables of all disposable contents and cleaning all spills; turning off all lights and ceiling fans; locking all outside doors (Note: if keys are lost and/or doors cannot be locked, contact the Pilot Point Police, do not leave the doors unlocked!). Remove all trash and litter from inside facility, outside covered porch area, parking lot and grounds; place all trash and litter in the outside metal trash container located to the rear of property between the Library and Community Center; (Renter must provide necessary materials for clean-up and garbage bags). Renter must return all tables, chairs and equipment to their original locations. Incidental damage to the center, parking lot, grounds, equipment and/or key(s), may result in the withholding of all or part of deposit. Intentional or excessive damage may require additional monies to be paid to the City to cover the cost of repairs.

Safety Provisions: Maximum capacity is 100 persons with tables. It is unlawful to exceed this capacity. Open flames such as candles or burners are not allowed.

Minor Children: Minors shall be supervised by an adult 21 years of age (must show proof of age) at the following ratio:

Age 00 - 12 years require 1 adult per 4 children	Age 13 - 17 requires 1 adult per 10 young adults
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Curfew ordinance for all minors will be enforced. Please check with the Police Department for more details about City of Pilot Point Curfew Ordinance.

Alcoholic Beverages: Alcohol is not allowed on the premises. Use of alcoholic beverages will result in immediate termination of event and forfeiture of all deposit and fees.

Suitability of Premises: It is the responsibility of the users to inspect the premises to ensure that they are adequate for use. The City does not guarantee that all electrical, plumbing or mechanical fixtures, components or devices will be operational and shall be held harmless from damages or disruptions caused by such failures. The City will do its best to keep such systems operational. If at any time you need assistance during your event, you may call City Hall (8 a.m. to 5 p.m.), or if after hours or weekends, the Pilot Point Police Department at 940/686-2444.

Signature: _____ Date: _____

City Representative: _____ Date _____

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