

COMMUNITY CENTER RENTAL AGREEMENT

City Hall, 6800 Forest Hill Drive, Forest Hill, TX 76140
Phone: (817) 568-3000 Fax: (817) 568-3049



Today's Date: _____

Printed Name: _____

Organization: _____

Address: _____ Zip Code: _____

Work Number: _____ Home Number: _____

Rental Date: _____ Hours Needed: _____ a.m./p.m. to _____ a.m./p.m.

For minors age 00-12, 1 adult per 4 children is required. Ages 13-17, 1 adult required, age 21 or over (able to show proof of age) per 10 young adults.

POLICE OFFICERS ARE REQUIRED FOR SECURITY FOR MOST EVENTS. Fee: \$26.75 per hour (4 hour minimum) and are paid, in cash to the Officer upon arrival. Events not requiring an officer are family reunions and parties for children 15 years and under. All other events are at the discretion of the City Secretary.

TERMS AND CONDITIONS

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

- A deposit of \$300.00 must be paid upfront following verification of Forest Hill residency
- I have received the information regarding the use of the Roy F. Mahaney Community Center;
- I acknowledge that the Roy. F. Mahaney 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 have been made with city representatives;
- I am entitled to use only the area that I have rented;
- Payment for the facilities shall be made in cash by (date) _____; which is seven (7) days prior to the event or this agreement shall be canceled;
- The keys for Friday rentals shall be picked up thirty (30) minutes prior to your needed time or before 5:00 p.m., except on legal city holidays. If on city holiday, Saturday or Sunday, renters may pick up the key thirty (30) minutes prior to time shown on agreement from the Forest Hill Police Department. Key shall be returned to Police Department immediately after use of the facility or may be placed in night drop box in front of City Hall;
- Failure to clean the facilities, building and grounds or failure to return the keys will cause the city to withhold part or all of my deposit;
- I will be charged for additional hours used that are not stated on this form;
- Any return of my deposit will be made within 30 days after the event;
- All setup and cleanup time shall be included in my rental fees.

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: _____

City Representative: _____ Date: _____

OFFICE USE ONLY

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

Security required? Yes _____ No _____ Amount due Officer: _____

Copy of agreement sent to Police Department on: Date: _____ Contact Person: _____

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City Hall, 6800 Forest Hill Drive, Forest Hill, TX 76140

Phone: (817) 568-3000 Fax: (817) 568-3049

Police Department: (817) 531-5250



Roy F. Mahaney Community Center Forest Room

Available Rental Time: Monday - Sunday 9:00 am to 1:00 am

Fees and Deposits (Cash or Money Order)

Rental Fee: \$35.00 per hour (4 hour minimum)

Police Fees: \$26.75 per hour (4 hour minimum)

Day Rate: \$250.00

Deposits: Room \$300.00

Piano \$75.00

ADMISSION FEES OR SOLICITATION OF FUNDS IS PROHIBITED

ADDITIONAL TERMS AND CONDITIONS

Forest Room: Only one event scheduled in the Forest Room per day. Use of the room includes both 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 room deposit, 100% of the piano and/or microphone deposit(s) will be refunded for cancellations made at least 72 hours (7 days if police are required) prior to a reserved event. No refunds will be made for cancellations after that time. 100% of room, piano, and/or microphone deposit(s), 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 withheld. All fees paid will be refunded if event is canceled prior to the deadline within 30 days cancellation. Failure to hold an event is the same as a late cancellation. Under no circumstances is Renter to charge an entrance/usage fee or solicit money.

Reservations: You MUST be a resident of the city and be able to show proof of residency. A reservation form must be completed along with the deposit, paid in full before reservation is valid. No one under 18 may sign the form. Reservations may be made from 3 months to 1 week in advance.

Key: Key for Friday's rental may be picked up 30 minutes prior to time shown on contract or before 5:00 p.m. on that same Friday (except legal holidays). If on city holiday or weekends, renter may pick up the key 30 minutes prior to time shown on contract from the Police Department. Key should be returned to Police Department immediately after use of the facility or placed in drop box in front of City Hall. A \$25.00 fee is charged if key is not or not returned.

Equipment Setup: The user is responsible for set up and re-storing of the tables and chairs used for event

Care of City Equipment and Facility: Cover all tables with a tablecloth if food or drinks are served. Users will provide tablecloths for this purpose. 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 Forest Hill 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; and return all tables, chairs and equipment to their storage 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(s). 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 200 persons. It is unlawful to exceed this capacity. Open flames such as candles or burners are not allowed. No bottles or glass containers of any kind, except for punch bowls and utensils are permitted in the center (glass bowls or containers for food, etc., will be allowed in kitchen area only).

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

Alcoholic Beverages: Alcohol is not allowed on the premises. Use of alcoholic beverages will result in immediate termination of event and forfeiture of 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 Forest Hill Police Department.

Police: Security is required for most events at a cost of \$26.75 per hour.