

COAHOMA COMIUNITY CENTER RENTAL AGREEMENT AND FACILITY USE RULES

This Agreement form has been adopted by the City of Coahoma to regulate the use of the Coahoma Community Center, located at 306 N Ave., Coahoma, TX 79511

1. **No Property Interest.** Persons using the Coahoma Community Center (the "Center") pursuant to this Agreement, shall not acquire any property interest in the Center. It is understood that the status of a user shall be that of a Renter which use shall be subject to immediate forfeiture in the event of a violation of this Agreement and Rules.

2. Community Center Rules.

- NO alcoholic beverages are permitted on any part of the premises, be it at Center or in the City Park
- NO smoking or vaping is permitted in the Center.
- NO tables or chairs are to be removed from the Center.
- NO furniture, booths, or large decorations may be placed in a manner to obstruct safe access to entrances and exits.
- NO sitting on tables, if tables are broken after YOUR rental, YOU will be held liable for the cost of the table and will forfeit your deposit.
- NO nails, tacks, adhesives, or command strips are to be used on the walls, ceiling or bar.
- **NO DECORATIONS ARE ALLOWED ON WALLS OR CEILING**, if wall or ceiling decorations are used, you will be prohibited from future use of the Community Center
- **DO NOT TOUCH OR TAMPER WITH CENTER THERMASTAT**
- Large trash cans must be used with a liner and emptied in the dumpster located outside. They are to be left clean.
- The Center is only available for rental during the hours of 8:00 a.m. and 11:00 p.m.
- All events must end in time for you to clean and vacate the Center by 11:00 p.m. NO usage of the Community Center is allowed before 8:00 a.m. or after 11pm.
- Occupancy of the Center is only allowed during your rental period - rental arrangements should include any necessary decorating time.
- NO confetti use is allowed inside or outside the Center.
- NO bounce houses are allowed inside the Center.
- **NO inflatables or water balloons allowed in the park.**
- Any damage to the Center or violation of these rules will result in loss of deposit and renter being prohibited from future use of the Center.
- The Center will be stocked with paper towels and toilet paper. The renter is responsible for bringing any other items and necessary cleaning supplies.
- **NO ANIMALS ARE ALLOWED IN THE CENTER** except when in use as certified assistance animals.

- No bicycles, motorcycles or other wheeled vehicles are allowed in the Center except for those used for accessibility, unless the City has given prior written consent.
- **SECURITY CAMERAS ARE IN USE AT THE CENTER AND SUBJECT TO MONITORING BY THE CITY**

3. Deposits and Fees.

Four hours or less \$200.00 rental fee/\$250.00 Deposit
 All Day \$300.00 rental fee/\$250.00 Deposit

The deposit amount of \$250.00 less a \$50.00 cleaning fee will be returned to the renter upon inspection of community center and the return of key.

All deposits must be paid at the time the reservations are made. Your reservation will not be complete until deposit is paid and rental agreement filled out and signed. Deposits need to be paid by cash or credit card only. Deposits will be mailed back to customer.

Rental fees must be paid by cash, check, money order or credit card and the key picked up by **noon on Friday for a weekend event, or by close of business the day before the rental date.** If the fee is not paid by such time, the Renter will be deemed in breach of this Agreement, the event will be canceled, and the deposit will be forfeited as liquidated damages for such breach.

In the event repairs and/or cleaning costs exceed the amount of the deposit Renter shall be responsible for the payment of any excess.

The key must be returned within twenty-four (24) hours from the date of rental, or the deposit will be forfeited. If the rental is on a weekend, the key must be returned before the close of business on the following Monday.

4. Cancellation/Deposit Refund. Deposits will be refunded only if notice of cancellation is personally delivered to the city as follows:

- Notice received fourteen (14) days prior to event: Full Refund
- Notice received four (4) days -thirteen (13) days prior to event: ½Refund.
- Notice received three (3) days or less prior to event: No Refund

5. Cleaning/closing Procedures

- **Renters must provide their own cleaning supplies.**
- Remove all food items from refrigerator and freezer.
- Empty the large trash cans in outside dumpster. Do not empty bathroom trashcans City will empty to avoid damage to lock.
- Sweep floors (must provide your own broom)
- Wipe and clean all cabinets and bars.
- Flush all commodes.

- Wipe and clean all tables/chairs.
- **TURN OFF ALL LIGHTS**
- **LOCK ALL DOORS**

DEPOSIT REFUNDS ARE CONTINGENT ON NO DAMAGE TO THE CENTER AND ON ALL OF THE ABOVE ITEMS BEING COMPLETED!

The Community Center is maintained by the City of Coahoma for your use **PLEASE** help to keep it clean and report any problems to Coahoma City Hall.

6. By executing this Agreement, the Renter agrees to indemnify and hold harmless the City of Coahoma from all liability, civil, administrative or otherwise, whether through tort, contract or any other form of claim which may result from or be related to the use of the Center by Renter.

7. Rental Information.

Renter Name: _____
 Address: _____
 Telephone Number: _____ Email: _____
 Date of Reservation: _____
 Date(s) and time of Rental: _____
 Key# ____ _ Deposit Amount: _____ Date Paid: _____
 Rental Fee Amount: _____ Date Paid: _____
 Date Key Returned: _____
 Deposit Refunded Y or N ____

I HAVE CAREFULLY READ AND UNDERSTAND TIDS AGREEMENT. I HEREBY ACCEPT THE CONDITIONS OF THIS AGREEMENT ACCORDING TO ITS TERMS AND I PROMISE TO FOLLOW AND MAINTAIN THE RULES.

_____	_____	_____
Signature	Date	<u>Name/Company/Organization</u>
_____	_____	_____
Phone Number		Address
_____	_____	_____
E-mail Address		City, State & ZIP