

# City of Jarrell

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	Rental Date: _____
	Name: _____

## Jarrell Memorial Park Community Center

Located at 1651 CR 305 – Jarrell, Texas

### RENTAL AGREEMENT

The City of Jarrell welcomes you and thanks you for your consideration in renting our community Center. We hope you and your family or group will enjoy a memorable event.

#### Rental rates, deposits & fees

Rental rates, deposits and fees for use of the Center have been established by the City. Rental rates are based on a per day basis with the day **ending at 12:00 midnight**, this includes clean up time. Rental fees are subject to change without notice. **If the cleaning is not done, and the doors locked by midnight, a minimum \$100.00 will be applied to your deposit. Any additional amount will be due immediately.**  Initial here

#### Deposit of \$300.00 is due upon time of reservation

Reservations for the center may be reserved one year in advance on a first paid first served basis. If the center not be properly cleaned, or is damaged by costs which exceed the \$300.00 deposit, **the person or organization renting the facility will be responsible for any additional costs.**

#### Rental rates are \$350.00 per day Residents/ \$450 Non-

Residents. ID will be required to show proof. The rental fee covers only the date the center is reserved and must be paid at least two (2) weeks prior to the rental date. You may not access the center prior to the date you reserved. **You are responsible for contacting the City least two (2) days prior to your rental date to obtain directions for gaining entry into the Community Center.**

#### Reduced Rates

Some nonprofit community organizations may be approved for a reduced rate and/or no charge rental. Nonprofit organizations that use the center may be advised that we would appreciate any monetary donations to cover heavy cost of utility bills. A deposit will still be required and returned once inspected and approved. If left un-cleaned or damaged, the organization may be requested to pay a cleaning/ damage fee.

#### Automatic forfeiture of deposits will occur under the following conditions:

- Building is left unsecured including but not limited to unlocked doors and windows
- Disturbances of the peace including but not limited to playing music too loud, honking horns, etc. or the summoning of the police or sheriff's department due to activities of the participants
- Damage to the facility, grounds, equipment, furnishings, or decorations, including damage from the attachment of banners, posters, streamers, signs, etc.
- Excess trash left in the building or on the property; failure to clean up the facility by the designated time
- Cancellations within 30 days of the event; this does include rentals made less than 30 days to the event
- Water left running

#### You are required to clean up and secure the facility.

The center will not furnish cleaning supplies, garbage bags or paper goods; only a mop and broom will be provided

##### o Tables, Chairs and Walls

- ✦ All tables, chairs and walls must be cleaned
- ✦ All tables and chairs must be returned to their proper place and/or stacked neatly

##### o Floors

Floor in the entire building must be swept and mopped (with clean water ONLY-no cleaner).

**If not done, \$100.00 will be kept from your initial deposit.**  Initial here

##### o Bathrooms

- ✦ All toilets must be flushed, clean, and no water left running in the tanks
- ✦ All sinks and counter space must be clean; water faucets must be in "off" position
- ✦ All trash must be bagged and placed in trash container outside the center

##### o Kitchen and Main Room

- ✦ All counters, cabinets, sinks and floors must be wiped clean
- ✦ All burners on the stove and the oven must be cleaned & turned off
- ✦ Refrigerator doors must be closed tightly
- ✦ All trash must be bagged and placed in trash container outside the center

- ✦ Sidewalks and curbed areas must be clean (example: bottles, cans, cups, rice, etc.)
- ✦ All outside doors must be locked; glass doors must be wiped clean
- ✦ All air conditioning/ heating units and lights inside the facility must be in “off” position

**Additional rules and regulations**

- Building capacity is 250 people
- Do not sit or stand on tables **(You will be charged for repairs and/or replacement)**
- No tape, tacks, nails, string, wire, decorations, glitter, etc. are to be used on the tables, floors, ceiling fans, ceilings or walls; especially duct tape. Nothing may be placed on the ceiling or walls that will leave holes or result in any damage of any type. **(You will be charged for repairs)**

**Age Requirements**

You must be 21 years of age with a Valid Driver’s License or State ID card to rent the Center. There must be adult supervision at all times if minors are attending your event.

**Alcoholic Beverages**

In the State of Texas any person who provides alcoholic beverages to another may be responsible for the actions of that person, including injuries to persons or property. Individuals should use special care if alcoholic beverages are being served at the event. All sales of alcoholic beverages are prohibited.

**RELEASE OF LIABILITY FOR THE USE OF THE FACILITY- DISCLAIMER**

The City of Jarrell does not assume any responsibility for injuries arising out of any events not sponsored by the Foundation. Please remember that the City of Jarrell is not responsible for lost or stolen articles. Be sure to remove all personal items brought into the Center as access to the Center is limited to the date of your event only.

**The City of Jarrell does not have on call staff available for repairs or system malfunctions during the weekdays after 5:00 p.m. or on the weekends. Please contact City Hall the following business day for any issues. We apologize for any inconvenience.**

**I HAVE READ & UNDERSTAND THE CITY OF JARRELL, TEXAS RENTAL INFORMATION AND AGREEMENT, INCLUDING THE RULES AND REGULATIONS, FOR THE JARRELL MEMORIAL PARK COMMUNITY CENTER; ADDITIONALLY, I UNDERSTAND THAT FAILURE TO COMPLY MAY RESULT IN THE LOSS OF MY DEPOSIT PLUS ADDITIONAL COST THAT WILL BE BILLED TO THE RENTER.**

Rental Date Requested: \_\_\_\_\_ Event: \_\_\_\_\_

Print name of Renter: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address of Renter **(Deposit refund will be mailed to this address – Please print legibly):**

\_\_\_\_\_

Phone: \_\_\_\_\_ Valid Driver’s License or State ID card # \_\_\_\_\_

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

**For Office Use Only: \$300 Deposit**

Date Received: \_\_\_\_\_ By \_\_\_\_\_  
(Initials)

**Method of Payment:**

- Cash  Money Order  Credit Card
- DO NOT RETURN DEPOSIT FOR THIS**

**REASON:** \_\_\_\_\_

**For Office Use Only: \$350/\$450 Rental Fee**

Date Received: \_\_\_\_\_ By \_\_\_\_\_  
(Initials)

**Method of Payment:**

- Cash  Money Order  Credit Card

**Additional hours requested:** \_\_\_\_\_ **at \$20.00 per hour**