

Date of Rental: _____
Renter name: _____

Jarrell Memorial Park Community Center

Located at 1651 CR 305 – Jarrell, Texas
Email to: D.teinert@cityofjarrell.com

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. All fees are subject to change without notice. **If the cleaning is not done, and the doors locked by midnight, a minimum fee of \$100 will be deducted from your deposit. Any additional amount owed shall be due immediately. Please note that the Jarrell Police Department does patrol the area.**

Initial Here: _____

Deposit of \$300.00 is due at the time of reservation

Reservations are not considered complete until the Agreement and full Deposit have been submitted to the City. Reservations for the Center may be obtained *one year* in advance on a first paid, first served basis.

Unreturned keys will result in an **automatic** forfeiture of your deposit. Renter may incur additional fees, dependent on the condition in which the Center is left after the rental. If the Center is not properly cleaned or is damaged by costs which exceed the \$300.00 deposit, **the person(s) or organization renting the facility will be responsible for those additional costs.**

Rental Rates are \$350.00 for Residents and \$450.00 per day for Non-Residents. A valid State issued ID will be required to prove residency.

All rental fees cover *only* the date that 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 rental date unless an additional fee of \$20.00 per hour is paid in advance. **Renter is responsible for contacting the City at least two (2) days prior to the rental date to obtain instructions on how to gain entry to the Center.**

Reduced Rates

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

AUTOMATIC FORFEITURE OF DEPOSIT:

Initial Here: _____

- Keys not returned as instructed by the City.
- Building is left unsecured, to include but not limited to any unlocked doors and/or windows.
- Disturbances of the peace, to include but not limited to playing loud music, honking horns or the summoning of law enforcement by the surrounding community due to excessive noise caused by the rental party/group.
- Damage to the facility, grounds, equipment, furnishings, or decorations, to include damages caused by the attachment of banners, posters, streamers, signs, etc.
- Excess trash left in the building or on the property, as well as failure to clean up the facility by the designated time.
- Cancellations within 30 days of the event, to include rentals made less than 30 days prior to the event.
- Any water left running in or around the facility.

CLEANING REQUIREMENTS:

Cleaning supplies, garbage bags or paper goods **will not** be provided. Renters will have access to a mop and broom **ONLY**

- ✓ Tables, chairs, and walls
 - All tables, chairs and walls must be wiped down
 - All tables and chairs must be returned to their proper place and/or stacked neatly
- ✓ Floors
 - ALL floors within the building must be swept and mopped (with clean water **ONLY** – no cleaners)

- ✓ Bathrooms
 - All toilets must be flushed, free of debris, clean and no water running
 - All sinks and counter space must be clean, and all water faucets must be in the “off” position
 - All trash must be bagged and placed in the trash container located outside, behind the Community Center
- ✓ Kitchen
 - All counters, cabinets, sinks and floors must be clean
 - All burners on the stove and the oven must be turned off and cleaned
 - Refrigerator must be emptied, doors wiped down and closed completely
 - Interior kitchen door shall be left open
 - Pass-through counter area must be cleaned, and door left up
 - All trash must be bagged and placed in trash container outside, behind the Community Center
- ✓ Hall & Outside Areas
 - Sidewalks, lawn and parking areas must be clean and free of trash
 - All outside doors and windows must be cleaned and locked
 - All lights and ceiling fans must be in the off position upon leaving the building

ADDITIONAL RULES, REGULATIONS & REQUIREMENTS:

- Building capacity is **250 people**
- Renter must be 21 years of age or older with a valid State issued driver’s license or identification card.
- Adult supervision is required at all times.
- Nothing may be placed on the tables, floors, ceiling fans, ceilings, or walls that will cause any type of damage (ie tape, tacks, nails, string, wire, duct tape, glitter, decorations, etc)
- No sitting or standing on tables, chairs, counters or other flat surfaces within the facility that are not made for that specific purpose

RELEASE OF LIABILITY FOR THE USE OF THE FACILITY (DISCLAIMER):

The City of Jarrell is not responsible for lost or stolen property and does not assume any responsibility for injuries arising out of any events not sponsored by the Foundation. The City of Jarrell is not responsible for lost or stolen articles. Be sure to remove all personal items brought to 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 malfunction after 5:00 pm on weekdays or on weekends. Please contact City Hall the following business day after your event for any issues. We apologize for any inconvenience.

I have read and understand the above rental information and agreement, including the Rules & Regulations for the Jarrell Memorial Park Community Center. Additionally, ***I understand that failure to comply may result in partial or full forfeiture of my deposit and/or loss of future rental privileges, plus any additional cost that will be billed to the renter. and/or loss of future rental privileges.***

Rental Date Requested: _____

Renter Name (please print): _____

Renter Address: _____

Renter Phone: _____ Renter Email: _____

Renter DL / ID # : _____ State Issued: _____ Expire: _____

Renter Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

Deposit Paid: \$300.00 Date: _____

Received by: _____

Payment Method: Cash Money Order Debit/Credit

Deposit amount withheld & why: _____

Deposit Paid: \$350.00 / \$450.00 Date: _____

Received by: _____

Payment Method: Cash Money Order Debit/Credit