



Community Center Rental Agreement

1000 N. Old Betsy Rd * Cleburne, TX 76031

Renter's Name:	
(Photo identification required. Must be at least 21 years of age).	
Address:	
Phone:	Email:

Number of Guests:	
Type of Event:	
Event Date(s):	M T W T H F Sa Su (circle one)

Time building will be opened:	Time building will be closed:

Caterer:	Phone:

Reservations are required: Community Center hours shall be from 5:00 A.M. to 12:00 A.M. Monday thru Sunday. You can call or visit the City of Keene between normal working hours of 8:00 am and 5:00 pm Monday through Friday only to make reservations. Reservations can be made via telephone, email or online, if available, accompanied by a completed reservation application, however, the applicant shall confirm such reservation and conditions of the premise in person within seventy-two (72) hours of the reservation. Setup and clean up times shall be included in the reservation. Only persons twenty-one (21) years of age or older can reserve the Community Center. The rental period is outlined in the Fee Schedule Section. Extended hours for cleanup may be arranged in advance with the City, if the facility is available during the time requested. Reservations shall not be transferrable without the written consent of the City. The City may impose reasonable conditions or restrictions on the granting of a reservation (see ordinance Section 95.206). A requirement that the applicant post a reasonable deposit of security for the repair of any damage to these facilities and the cost of clean-up as set forth herein.

Initials_____

Rental fee payments.

Rental fees and deposits must be paid at least fourteen (14) days prior to the date of the event to avoid cancellation.

Cancellation of reservation.

If cancellations are received by the City at any time prior to fourteen (14) days before the date of the event, a full refund shall be made. No refunds will be made for cancellations after fourteen (14) days.

Deposit refund. Deposits will be refunded upon inspection of the facilities. The standard for cleanup shall be to leave the Center as it was when you arrived unless the optional cleaning service was paid for with application. The City shall have up to thirty (30) days to refund any or portion thereof the deposit

Capacity: The Community Center has a seating capacity, with round tables (8 seats per table), for approximately 256 people. Seating without tables expands capacity to approximately 364 people.

Parking: There are 126 parking spaces. Guests may use the parking area at the City Park across the street for overflow parking. No parking along CR 805B shall be allowed except along the east side of the street facing northbound provided the street allows for continuous access.

Access to the Building: City staff will control access to the building before and after all events.

Decorating: 3M command or Scotch wall saver removable tape is the ONLY product allowed for decoration. Nails, tacks, glue or paste are NOT to be used. Please no confetti, rice, birdseed, glitter or cans of silly string. Expenses incurred by damage caused by decorating will be deducted from your deposit. Nothing can be hung from the ceiling or lights.

Building/Property: No person shall Mark, deface, injure, displace, alter, remove or tamper with any piece of equipment, furniture, fixtures, buildings or other property of said facilities. Construct, alter, modify or erect any partition or structure of any kind, whether permanently or temporarily. Hang, attach, affix, display, throw or release any materials to any of the interior or exterior walls, premise, apparatuses, furniture, fixtures, or equipment of the Community Center.

Alcoholic Beverages: It is unlawful for any person to publicly sell, consume, display or possess alcoholic beverages on or within the municipal complex premise without a permit.

Deposit for use of alcohol with reservation: A \$300 alcohol deposit shall be required in addition to the aforementioned deposits.

Security and Fire/EMS fees. If alcohol will be consumed, special event provisions are evoked, or if determined by the City due to the nature of the event, the applicant, at the minimum, will be required to reserve a Keene Police Officer and/or Fire/EMS personnel, at one (1) officer per 50 guests at a rate of \$45 per hour with a two-hour minimum. The City shall determine if any outside assistance either in place of or in addition to City Police Officers and/or Fire/EMS may be used or if the number of officers needs to be above or below the minimum due to the nature of the event. The City shall have the option to reduce, waive, increase, decrease or alter such requirement and/or fee on a case-by-case basis.

Hired for service. All bartenders or servers of alcohol shall have the necessary State-required licensing to serve alcohol at the event. Documentation shall be submitted with reservation application.

Food handlers. The applicant shall submit the necessary state-certifications and, if applicable, County health certifications for food handlers.

Weapons: It shall be a violation for a person to possess, carry, display or exhibit any weapon on the municipal complex premise whether or not the weapon is loaded, concealed, open carried or licensed. This provision does not apply to those persons who are duly licensed by the state to carry a weapon in accordance with the provisions of subchapter H, chapter 411 of the Texas Government Code, and as amended from time to time, or otherwise authorized by state or federal law except as provided by subsection (1) of this section. This provision also does not apply to local, state, or federal law enforcement officers or agents.

Kitchen: The kitchen shall be used solely as a warming and food preparation area only. No frying or cooking with grease of any kind shall take place. The use of the kitchen shall be by rental only. The renter is responsible for emptying and cleaning appliances if used. Any food left on the premises will be discarded.

Initials_____

Animal occupancy in the community center: No animals shall be allowed to enter the Community Center unless otherwise allowed by local, State or Federal law.

City-owned furniture, fixtures and equipment usage.

Screen(s), projector(s), stage with skirting, tables (round, rectangular or combination thereof) and chairs are located in the Large Community Room and can be used with the reservation. Microphones/stands, cables, laptops, thumb drives are available upon request.

Failures of furniture, fixtures and equipment during an event: The City shall not be responsible for any failures to any FFE during such event. The renter will inspect all FFE prior to the event and shall acknowledge all FFE is in working order prior to the event. Should a failure of FFE occur during such event beyond the control of the renter, the City may refund all or portion thereof any event fee.

Use of outside furniture, fixture and equipment:

Any use of outside furniture, fixture and equipment (FFE) in conjunction with the event shall be subject to approval prior to use of the Community Center or part thereof. The applicant shall list and locate all FFE on the application and upon payment of fee and deposit. Any FFE used that is not listed on the application or any equipment listed causing any damage to the Community Center shall forfeit any deposit and may subject the renter from no future reservations thereafter. No combustible-engine motorized vehicles shall be allowed in the Community Center.

Tobacco free/clean air policy: The entire municipal complex premise is designated as a clean air environment and prohibits any kind of tobacco use or alternates to tobacco regardless in the form of smoke or smokeless to include: tobacco cigarettes, hookah, bidis , kreteks, and the like; electronic cigarettes or any other forms of smoking devices

Damage deposit fee. The City shall have the discretion for any activity that allows alcoholic beverages and/or feels such activity may cause considerable damage to the Center, furniture, fixtures and equipment such as dances, concerts, sporting events, or any mass gatherings, a damage fee of up to \$1,000.00 may be charged in addition to any of the aforementioned fees or deposits. Furthermore, any event causing damage to any of the Community Center, furniture, fixtures, equipment and entire Municipal Complex shall forfeit such deposit and possible refusal on any further use of the Community Center thereafter.

Renter Responsibility: This agreement gives the contract holder (and guests) access to the Community Center only. Use of other facilities such as the Park or City Hall is not permitted. Unauthorized use of other city facilities will result in total forfeiture of the damage deposit. Contract holder (renter) is responsible and will be held accountable for any damages. The renter or their designee must be present during preparation (facility decorating and catering set-up) and clean-up times. The City will address any problems or concerns with the renter or their designee. All personal properties must be removed from the facility at the end of the event as the facility may be scheduled for use the next day. After the event, any damage and/or major clean-up costs will be deducted from the deposit; deductions being based on whether or not the clean-up after the event was satisfactory. The Community Center Administrator will determine this. Renter must notify the City's staff of any damages accrued during rental of the Community Center. Damages may include, but are not limited to, damage done to the facility, equipment, or any City property. In the event that fees exceed the cost of the deposit, the contract holder (renter) will be liable and billed accordingly. The City will notify the renter if all or part of the deposit is being held, or if the renter is to be billed for additional fees. The City is responsible for the storage of all City furnishings and equipment and the routine maintenance of the floor. Smoking inside the building is prohibited.

Initials_____

Below is the breakdown of applicable fees.

Large Community Center _____ Full Day _____ Half Day _____ \$ _____
(6 hours +) (under 6 hours)

Use of Kitchen _____ \$ _____

Small Community Center Conference Room _____ \$ _____

Additional Hours \$ _____

Use of Community Center Small Conference room \$ _____

Damage Deposit (Refundable) \$ _____

Cleaning Service (Refundable) \$ _____

Other Charges if applicable \$ _____

TOTAL DUE \$ _____

BALANCE DUE _____ **DAYS PRIOR TO EVENT**

Less deposit \$ _____

Renter's Signature: _____ Date: _____

OFFICE USE ONLY

Credit Card on File _____

Date Deposit Returned: _____ Amount Returned: _____ Check#: _____

Received by (signature): _____

Initials _____

How to get your deposit back

Follow all terms of contract _____

Park in designated parking only _____

Take down all decorations (no use of unapproved décor per contract) _____

Empty and clean appliances. _____

Do not cause any damage to facility _____

Renter's Signature: _____

Printed Name: _____

Date: _____

Initials _____

Community Center Room Rates

Room	Square Feet	Capacity	Rates without the use of the kitchen	Rate with the use of the kitchen	Cleaning Service (refunded with deposit)
Large Community Room	5,458 sq. ft.	256 with 32 round tables 312 with 52 rectangular tables			Rates are determined by 3rd party vendor
½ day (less than 6 hours)			\$300.00	\$400.00	\$125.00
Deposit			\$300.00	\$500.00	
Full day (6 hours or more)			\$500.00	\$600.00	\$125.00
Deposit			\$400.00	\$600.00	
Small Community Room	364 sq. ft.	16 with 4 rectangular tables			
½ day (less than 6 hours)			\$60.00	N/A	\$125.00
Deposit			\$60.00	N/A	
Full day (6 hours or more)			\$75.00	N/A	\$125.00
Deposit			\$75.00	N/A	

If alcohol is permitted an additional \$300.00 deposit is required.

For every 30 minutes that the event goes over, \$50.00 will be deducted from the deposit.