



Date of Event _____

Community Center Building Use Non-Profit

The Ballinger Community Center is available for use by the public or private organizations and by individuals. The building will be scheduled by reservation on a first come basis and is secured upon paying the deposit. It may become necessary on infrequent occasions to cancel reservations to accommodate a higher priority overall community use of the facility. The following set forth specific policies governing the rental and use of the facility are as follows:

All reservations will be made by phone (325-365-3511) or in person at the City Hall, 700 Railroad Avenue during normal working hours.

What group or organization will be leasing and ultimately responsible for this event?
Please legibly print the name of the group or organization directly below.

These fees are for the first day of the lease and each additional day will be as specified below.

- \$200 (\$50 for each additional day)

Fee \$200

Days of use _____

\$50 per day _____

Total _____

Deposit \$100

Date paid _____

Date paid _____

CASH CARD CHECK

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The Deposit to book will be \$100 for non-profit events. THE DEPOSIT DOES NOT GO TOWARDS THE DAILY RENTAL FEE. When the key is returned, all areas leased should be acceptably cleaned, and if no damage to the areas leased has occurred, the deposit will be refunded.

1. The key must be returned by 10:00 a.m. for inspection the next working day or there will be a \$10.00 per hour key charge.
2. If the key is lost by the Lessee (he/she) will be responsible for the fees associated for changing the locks and new keys made for the Community Center.
3. There will be NO Glass containers allowed inside or outside the Community Center. This includes all parking areas. **Underage drinking is prohibited. No one under any circumstance is allowed to consume alcohol under the age of 21.**
4. Use of the facility for personal or private gain/profit is prohibited, without prior approval.
5. No Tape of any kind shall be used on the interior walls of the Community Center. The walls and ceiling are steel paneling, magnets or clips are acceptable.
6. The facility has a limited PA / audio system. Misuse or alteration to the system incurs liability for the repair or replacement of the system.

June 1, 2024

The facility must be cleaned, and equipment stored properly before returning the key to City Hall. The following guidelines are provided to prevent misunderstanding. The rates will be deducted from the deposit, any excess will be the liability of the contract holder. The hourly rates below shall be in ½-hour increments. The city provides mops, cleaning chemicals, solutions, and paper goods, it is your responsibility to provide the labor.

- A. Sweep all floors and wet mop.
- B. Clean all tables and chairs used.
- C. Fold chairs and tables, and stack properly in their storage area.
- D. Clean kitchen area and appliances used.
- E. Clean all men and women's restrooms in the building that were used for this event.
- F. Pick up all trash associated with your use of the facility inside and outside of the Community Center.
- G. Empty all waste baskets and reline.
- H. Place all trash bags in the dumpster on the northeast side of the building.
- I. Make sure all lights are turned off.
- J. Make sure all windows are closed and latched.
- K. Lock all doors. Failure to secure the building will incur liability for any subsequent damages.
- L. Upon the return of the key, the building will be inspected by a city employee of their choosing, to determine if the facility has been left in an orderly state, clean and free of damage. If found acceptable, the deposit will be refunded in full. If not acceptable, the Lessee will be given one time, after inspection, to make the necessary corrections, after which the deposit will be forfeited.
- M. The City of Ballinger reserves the right to refuse the facility's use under certain circumstances and to anyone that has previously violated this lease.
- N. Chairs and tables will not be rented to people or organizations. Chairs and tables are strictly for the use of events held at the Community Center.
- O. The contract holder shall be liable for compliance with all laws and ordinances.

I agree to have all tasks above in the condition I received it in. If not, I waive my deposit.

Lessee Signature_____ Employee Signature_____

June 1, 2024



**THE STATE OF TEXAS
COUNTY OF RUNNELS
CITY OF BALLINGER**

This Rental Contract is made and entered into, by and between THE CITY OF BALLINGER, and

_____, the Lessee, Lessee (it being understood and agreed that said duly authorized representative is personally responsible for the rental fees and all other obligations of the Lessee),

Subject to the terms, provisions and conditions hereinafter set out, Lessor does hereby rent and let to Lessee the following facilities of the Community Center in Ballinger, Texas, to:

For a period from _____AM/PM on the _____day of _____, 20 _____.

To _____AM/PM on the _____day of _____, 20 _____.

The rental fee for such shall be the sum of (\$_____).

The deposit fee for such shall be the sum of (\$_____).

June 1, 2024

