



## Community Center

### SPECIAL CIRCUMSTANCE

Date of Event \_\_\_\_\_

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 by 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 ultimately responsible for this event? Please legibly print the name of the group or organization directly below.

\_\_\_\_\_

These fees are due before the facility is used.

- Cleaning Fee \$125

Date Paid \_\_\_\_\_ CASH CARD CHECK

When the key is returned, all areas leased should be acceptably cleaned.

1. The key must be returned by 10:00 a.m. the next working day or there will be a \$10.00 per hour key charge.
2. If the key is lost by the Lessee will be responsible for all costs associated with 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 will incur the liability for the repair or replacement of the system.

The facility must be in acceptable condition and equipment stored properly before returning the key to City Hall. The following guidelines are provided to prevent misunderstanding.

- A. Sweep all floors.
- B. Clean all tables and chairs used.
- C. Fold chairs and tables, and stack properly in their storage area.
- D. Clean Kitchen Appliances and Area
- E. Clean all the 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. 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.
- M. 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.
- N. 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.

Lessee Signature \_\_\_\_\_ City Signature \_\_\_\_\_

DATE \_\_\_\_\_



**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:

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For a period from \_\_\_\_\_ AM/PM on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

To \_\_\_\_\_ AM/PM on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

The cleaning fee for such shall be the sum of (\$ \_\_\_\_\_).