***Town of Waco***

Town of Waco Community Center Rental Agreement

* I understand and agree that weapons of any kind (guns, knives, etc.), including concealed carry weapons, are not allowed on the Community Center property (except by sworn law enforcement). In the event that any are reported, my event will be immediately cancelled with no refund of any part of the rental fee or deposit and the Cleveland County Sheriff’s Dept. will be notified.
* I understand and agree that the consumption of alcoholic beverages on Community Center property or inside the building is not allowed. I understand that smoking or use of vape materials inside the building is not allowed and any illegal drug use is prohibited on Community Center property.
* I agree that the Community Center interior and grounds will be properly cleaned, including the sweeping and mopping of the floors and wiping down all tables and counters, before we leave the property. I agree to empty the trash cans inside and pick up trash around the exterior of the building and around the picnic tables area. I agree to roll the trash cans to the sidewalk following my rental. I understand that failure to leave the building clean will result in the forfeiture of my cleaning deposit.
* In the event the picnic area is used, I agree to re-cover the picnic tables with the vinyl table coverings that have been purchased by the town and placed over the tables to help protect them.
* I agree that I and my guests will have the building vacated at or before 10:00 p.m. on the date of the rental. In the event that the building is still occupied by anyone in the rental party at 10:00 p.m., I agree to pay an additional $125.00 rental fee.
* I understand and agree that if I or any of my guests do not adhere to any of the policies, the Town of Waco, through its authorities, may require that I, along with any guest, vacate the building immediately with no refund of any part of the rental fee or cleaning deposit.
* I also agree to drop the key in the lock box on the porch railing no later than three (3) days after our event. If I fail to do so, any expenses billed to the Town for changing the locks will be my responsibility.
* I hereby acknowledge that I have read the Town of Waco policies for use of the Community Center and agree to adhere to the policies as written.

Renter(s) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Rental fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key #: \_\_\_\_\_\_\_\_\_\_\_ Key returned: Yes / No Date: \_\_\_\_\_\_\_\_\_\_Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment method: Cash / Check # / Cash App \_\_\_\_\_\_\_\_\_\_\_\_

Renter(s) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Copy provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(The Town of Waco is not responsible for accidents while on Town Property)*