

**City of Teague  
Community Center  
FACILITY RENTAL AGREEMENT  
515 Main Street Teague, TX 75860**

City Hall (254) 739-2547 After Hours Technician (254) 739-2547 ext. 110

Type of Function: \_\_\_\_\_

Date(s) of Function: \_\_\_\_\_ Time from: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM  
All Events must conclude and vacate the facility by 12:00 Midnight. (NOTE: This is the time you enter the building to the time you leave. Please give yourself adequate time to set up and clean up.)

Expected Attendance: \_\_\_\_\_ (150 Maximum Capacity)

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City/ZIP: \_\_\_\_\_

\_\_\_\_\_ I have received a copy of the rental policies and procedures and agree to the conditions listed.  
Initial

\_\_\_\_\_  
Signature of Applicant/Responsible Party Date

\_\_\_\_\_  
Signature of City Representative Date

**FOR OFFICE USE ONLY:**

\$250.00 Deposit Paid On: \_\_\_\_\_ Form of Deposit Payment: \_\_\_\_\_

Copy of rental policies and procedures given to renter by: \_\_\_\_\_ on \_\_\_\_\_  
Initial Date

Rental Fee (\$175 x 0-6 Hours): \_\_\_\_\_ Rental Fee (\$275 x 12 Hours): \_\_\_\_\_

Date Rental Fee Paid: \_\_\_\_\_ Form of Rental Fee Payment: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# *City of Teague* **Community Center** **POLICIES AND PROCEDURES**

- The Facility Rental Agreement must be completed in advance and accompany signed policies and procedures form before reservation will be secured.
  - Reservation deposit is non-refundable for cancellations.
  - ALL Rental Fees must be paid prior to event.
  - Community Center keys are to be picked up from City Hall, by 4:00 PM, on the business day prior to event.
  - Entering facility prior to reserved date and time and/or returning the next day to clean the facility is **NOT** permitted.
  - Permitted rental locations are the Community Center, Stage Area, Kitchen and Restrooms. The Over 55 Dining area is NOT included, please do NOT go into this area.
  - There are 20 oblong tables, 2 round tables and 150 chairs for use within the facility.
  - **NO Alcohol or Smoking** of any kind permitted inside the Community Center.
  - **NO Music Bands** are permitted.
  - **Decorations CANNOT be pinned, taped or otherwise affixed to the walls, ceiling, windows or tables.**
  - **Windows and/or Doors** are NOT allowed to be covered.
  - Use of Glitter or other Graffiti type decorations on floors and/or tables is discouraged. It is the renter's responsibility to remove ALL remaining partials from the tables, chairs and floor.
  - Tables and Chairs are to be placed back in formation as when arrived.
  - Remove all personal items.
  - Remove all trash and place in dumpsters located in the alley and replace liners in the trash receptacles inside the facility.
  - Please ensure restrooms are cleaned and in working order.
  - All floors (auditorium, kitchen & restroom) are to be swept and mopped before leaving the building.
  - Children must be supervised at all times
  - Clean kitchen sink before you leave.
- ❖ Applicant is responsible for all damages incurred to the facility during the rental. Pending no damages to the facility and no violation of the contract, the deposit will be refunded within 30 business days after the rental. Refund will be mailed to the address on the contract. If damages exceed the deposit amount, renter will be billed.
- ❖ The undersigned hereby assumes personal and individual liability of himself and on behalf of Applicant for any damages to the facility or equipment occurring through or during the occupancy or use of the facility by the Applicant. The undersigned will leave the facility in a condition as good as, or better than, originally found. The undersigned personally and individually on behalf of the applicant accepts liability for all repairs to the facility and/or repair or replacement of any equipment in the event of damage.
- ❖ In the event that you and/or your guests are unable to adhere to the above stated guidelines, you will be charged additional rental fee and/or asked to vacate the premises by the facility staff and/or the City of Teague Police Department. By signing below, the applicant acknowledges that he/she is responsible for ensuring that all guests adhere to the above rules and will provide payment for the use of the facility by the assigned date.

I/We \_\_\_\_\_ agree to defend, indemnify and hold harmless the City of Teague, its elected or appointed officials, agents, employees, and volunteers (hereby collectively referred to as "City") from any claims, demands, suits, losses, costs or expenses including attorney fees, or any damages which may be asserted claimed or recovered against or from the City of Teague by reason of any damage property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death arises out of or is incident to or in any way connected with the performance of this contract, excepting however, claims arising from the sole and unequivocal negligence of the City.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_