

**CITY OF SHEPHERD
COMMUNITY CENTER RENTAL CONTRACT
16 N LIBERTY, SHEPHERD, TX 7737, 936-628-3305**

**IN THE CASE OF AN EMERGENCY THE BUILDING MAY BE NEEDED AS A SHELTER.
THIS WILL TAKE PRIORITY OVER ANY EVENT.**

Renter Name: _____

Renter Address: _____

Contact Telephone Number: _____

Date of Event _____ Date Dep Pd. _____ Date Rent Pd. _____

The signatory below affirms and acknowledges that the below rules have been read and understood and that any violation will result in forfeiture of renter's deposit. Any damage or loss of the Community Center may also result in forfeiture of renter's deposit. Renter expressly agrees that any damage or loss to the Community Center greater than the deposit amount will be subject to any means necessary to recover said damage or loss and that any attorney fees will be paid by renter. The City of Shepherd has sole right to determine the monetary value of any damage or loss, or any partial funds. It is further understood that facsimile signatures will be accepted as binding in lieu of original signatures. Local law enforcement may be notified of your event and have right of eviction for infraction of any laws or local ordinances. Such eviction will result in forfeiture of deposit plus damages.

You may take possession of the building on your date of rental only and you have it for either (half the day **(which is 4 hours only)**) or all day **(8:00 AM to 12:00 AM.)** Select One. Any and all cleanup must be done before you leave that day. Failure to clean up after your event will result in the loss of or partial loss of your deposit.

RENTAL PAYMENT AND DEPOSIT: All rentals require a deposit. Deposit and rental amounts are payable before releasing key to premises. Deposits will be refunded upon return of key and inspection of premises. Deposits must be secured in cash, credit, money order or check. **The refund could take up to 6 weeks** to process depending on the Financial Officer's schedule to process the refunds. Deposit: \$150.00. Rental Amount Half Day (4 hours only) \$200.00. Any event over 4 hours will be considered an all-day rental. Rental Amount All Day (8:00 AM to 12:00 PM) \$400.00

CANCELLATION POLICY: Cancellation must be received 15 days prior to reservation. A \$100.00 cancellation fee may be assessed against the deposit for cancellations with less than 15 days' notice.

TRASH REMOVAL / CLEANLINESS: Renter must remove all trash and restore community center to cleanliness within the rental period. Failure to do so may result in loss of partial or entire deposit or additional damages assessment. **See check list for additional information.**

EQUIPMENT / FURNITURE / FIXTURES: Tables and chairs, kitchen items, etc., must be returned to original places or a \$100.00 fee will be assessed against the deposit. **DO NOT REMOVE ANY ITEMS FROM WALLS OR THE TABLES.** Do not remove any items from kitchen, or any tables or chairs. Any removal or damage to these items may result in additional assessment (s) against renter. Any damages to walls, floors, bathrooms or other areas will result in forfeiture of deposit and potential assessment against renter, as determined by rentor.

LIGHTS / UTILITIES: Turn off all lights upon departure. Lock premises and turn the alarm system on. Loss of the key or failure to return the key will result in a \$100.00 fee assessed against the deposit.

ALCOHOLIC BEVERAGES: Alcoholic beverages are only permitted with a Certified Peace Officer. Please contact Sgt. Montalvo at 936-465-2711 to schedule an officer for your event.

Authorized Signature: _____ **Date:** _____

With this signature I acknowledge I will follow the requirements listed in this agreement.

CHECK LIST FOR DEPOSIT RETURN

- ✓ **Clean Kitchen (mop and sweep and wipe all counters and appliances used)**
- ✓ **Clean Floors (sweep and wet mop)**
- ✓ **Clean Restrooms and empty all garbage cans.**
- ✓ **Clean Tables and chairs before stacking in racks correctly.**
- ✓ **All garbage cans emptied and left clean. All trash carried out to dumpster.**
- ✓ **Clean stove, including oven, and turn off the Stove/gas.**
- ✓ **Clean the Refrigerator. (No items left in refrigerator)**
- ✓ **Turn the Alarm system ON**
- ✓ **Return the key to City Hall. You may leave the key in the night drop box. Failure to return the key or a lost key will result in loss of your deposit.**

You may take possession of the building on your date of rental only either for all day and half a day (which is 4 hours only). Any and all cleanup must be done before you leave that day.

If all of the above requirements for your deposit return are not met the full amount of the deposit will be kept by the City.

Deposits will be refunded upon return of the key and upon inspection of premises. Deposit refunds may take up to 6 weeks depending on the Financial Officers schedule to process the refund. A \$ 30.00 charge will be assessed for any checks returned because of insufficient funds.

Alcohol is permitted on premises only with a Certified Peace Officer. The entire deposit will be kept if no Certified Peace Officer's name and contact information is received at City Hall. Please contact Sgt. Montalvo at 936-465-2711 to schedule an officer for your event.

City of Shepherd Community Center Rental Agreement

Local law enforcement may be notified of your event and have right of eviction for infraction of any laws or local ordinances. Such eviction will result in forfeiture of deposit plus damages.

Please contact Sgt. Montalvo at 936-465-2711 to schedule an officer for your event.

Alcohol is permitted on premises only with a Certified Peace Officer. The entire deposit will be kept if no Certified Peace Officer's name and contact information is received at City Hall.

I _____ a Certified Peace Officer, was on duty for the event located at the Shepherd Community Center on _____.

Event Date/Time

Contact Information including a phone number: _____

Signature of officer and date signed: _____