



Town of Waco



Town of Waco Community Center Rental Agreement

- 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.
- I understand and agree that weapons of any kind (guns, knives, etc.) are not allowed on the Community Center property and if any are found, 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 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 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 \$50.00 rental fee.
- I also agree that the Community Center interior and grounds will be properly cleaned, including the sweeping and mopping of the floors, before we leave the property. I agree to empty the trash cans inside and pick up any trash around the exterior of the building and around the picnic tables area. I agree to roll the trash cans to the sidewalk following a weekend rental. I understand that failure to leave the building clean will result in the forfeiture of my cleaning deposit.
- I also agree that I and my guest will not publically display any alcoholic beverages on the Community Center grounds and will be respectful and mindful of the family oriented neighborhood standards in regards to our language and our demeanor when in the public eye.
- I also agree to return the building key 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.
- 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.

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)