

CITY OF POST OAK BEND
Community Center

Facility Rental Agreement
Attachment A, Cleaning/Deposit Checklist

I hereby agree to contract with the City of Post Oak Bend to rent the City of Post Oak Bend Community Center on _____ (date) from _____ a.m./p.m. to _____ a.m. / p.m.

I understand the community center rental fee is \$200.00 for four (4) hour timeframe.

I understand that community center renters MAY be allowed one hour the day of event to set up and decorate.

I understand that I will be subject to an additional \$200.00 rental fee if event or cleanup lasts longer than 4 hours initially agreed for rental.

Rental fee and deposit are due at time of application. (Cash or cashiers check only)

The community center facility deposit fee of \$200 will reserve your date and for cleanup/damages and must be submitted with your application.

When event is over and center has been cleaned up, contact City designated staff who will receive your completed Attachment A Cleaning Checklist. Staff will review condition and cleanliness of facility and contents to determine any refund amount.

Once the staff review is completed, a decision will be made regarding deposit/cleaning/damage determination.

Facility Rules.

The use of alcohol, drugs, etc on the premises of the City of Post Oak Bend's Community Center is illegal and will be prosecuted to the fullest extent of the law. If such illegal activity occurs on site, I understand I will be subject to a penalty fine, and unable to rent facility in the future.

Waiver of Liability

I understand that I am liable for guests who attend my event and their actions, and that should anyone get injured, it will be my responsibility to take appropriate emergency measures and I will not hold the City liable for such injuries. I understand should I or any of my guests cause any damage to the Center or items therein, I will be responsible for the expense. I agree not to hold the City responsible for any such liability.

Print Name of Renter Date Phone Email _____

Signature Renter

NOTE: Please submit rental agreement, fee & deposit to City of Post Oak Bend, 1175 CR 278 at mail slot on front door, or mail directly to City of Post Oak Bend, PO Box 746, Kaufman, Tx. 75142, if time allows.

EXHIBIT A

Please turn in **Attachment A** Form to City Staff before leaving center after event.

TEMPERATURE: Turn thermostat to 83 degrees (April through October)
Turn thermostat to 70 degrees (November through March)

RENTAL OF THE POST OAK BEND COMMUNITY CENTER CLEAN UP REQUIREMENTS

Please check as completed:

- _____ Remove all decorations, tablecloths from facility and ceiling
- _____ Remove food, leftover food or coffee, etc.
- _____ Clean/Wipe counter tops, discard coffee dregs, wash coffeepot
- _____ Sweep floor
- _____ Mop floor (Cleaners under sink counter, mop-closet)
- _____ Return chairs and tables to their original places
- _____ Stack extra chairs in kitchen
- _____ Return extra tables against back wall
- _____ Remove trash when departing. (No dumpster on site)
- _____ Take any other necessary action to leave community center in good condition

Renter Signature _____ Date _____ PHONE _____