Community Center Rental Requirements:

1. Signed renter is responsible for any cleaning (to include but not limited to: taking out trash, sanitizing and wiping down surfaces, replacing tables and chairs to original position or storage, and mopping/vacuuming), cleaning cost, damages, Salary for City Employee present (required), Salary for Police Officer (required), and rental fees for space.
2. Space may be rented as half or whole community center, and price will reflect space used.
3. Price will be based on residency. Residents having a lower deposit and per hour cost than non-residents.
4. City Employee and Police Officer must be present from the first person to arrive (host of event or otherwise) until the last person has left the building. City Employee and Police Officer will ensure all people have exited, cleanup complete, and facility secured.

* If alcohol is to be present or served, TABC licensing must be secured by host/renter and proof provided at time of rental. Must be able to provide proof if requested by City Employee or Police Officer at event.

1. Renter/host will also provide proof of insurance for use of the facility to cover any accident or injury to people or property during event at time of rental. Must be able to provide proof if requested by City Employee or Police Officer at event.
2. City Employee is authorized to shut down event and have Police Officer escort everyone out, if guest or renter/host causes damage, disorderly conduct, or disagreement to building, other guest/renter/host, City Employee, or Police Officer. City Employee and Police Officer have final say.
3. City Employee and Police Officer will complete rental agreement form declaring everything has been completed at end of event, renter/host will also sign to complete rental. Payments are due to City Employee and Police Officer at end of event, paid in full.
4. City Employee will be paid at “time and a half” overtime rate.
5. Police Officer will be paid at “time and a half” overtime rate.
6. City Employee will be present to provide access to building rented areas. They are not responsible for cleaning, serving, hosting, etc.