



**CITY OF GREGORY
GREGORY COMMUNITY CENTER**

310 AYERS ST.
GREGORY, TX 78359
PH. (361)643-6562 FAX. (361)643-1335

RENTAL CONTRACT

The Gregory Community Center operates on a first-come, first-served basis for reservations up to 12 months in advance, with priority granted to youth activities and city-sponsored events. Please be advised that other activities may occur within the facility during your event. We kindly ask all users to demonstrate courtesy towards one another.

Primary Contact and/or Organization

Event is sponsored by: _____ **INDIVIDUAL** _____ **BUSINESS/ORGANIZATION**

Contact Name			
Company/Organization			
Address			
City		State:	Zip:
Phone			
Email Address			

***Photo identification required. Must be 21 years of age or older.**

RENTAL FEE SCHEDULE

Deposit \$300 (\$150 of which is not refundable)
\$125/hour (min. of 4 hours) (non-refundable)
Kitchen Use Fee \$65 (non-refundable)
NOTE: Cleaning Fee is included in the \$150 non-refundable deposit.

INVOICE

Rental Deposit (\$150 will be refundable) \$150 of which is non-refundable and includes a cleaning fee	\$300.00	\$
Community Center Rental	\$125/hour Min. of 4 hours	
Kitchen Use Fee (non-refundable)	\$65	\$
Security Fee (non-refundable) (50 plus attendants: 1 GPD) (Paid separately)	\$45/hour Min of 4 hours	\$
TOTAL DUE		

PAYMENT METHOD: CHECK, MONEY ORDER, CREDIT CARD, OR DEBIT CARD (NO CASH) For every 30 minutes over your scheduled time, \$50 will be deducted from your deposit. Balance due thirty (30) days prior to the event to avoid cancellation.

TO BE PAID SEPARATELY:

*Security Fee: One (1) Gregory Police Officer per 50 guests at a rate of \$45.00 per hour with a two-hour minimum.

*Fire/EMS fee: **IF APPLICABLE** and upon determination by the City, one Fire/EMS Officer per 50 guests at a rate of \$45.00 per hour with a two-hour minimum.

Renter Signature: _____ Date: _____

Please send to the City of Gregory, 310 Ayers Street / P O Box 297 Gregory, TX 78359,
Phone (361)643-6562 or Fax (361)643-1335 or Email: norma.garcia@gregory-tx.com

EVENT DETAILS

Failure to disclose all event information may result in a cancellation of your rental. Incomplete information will delay the processing of your application and may result in the loss of your requested date/times. Please check "Yes" or "No" for each of the following.

Will food and beverages be served? _____ Yes _____ No

Will you need to rent the kitchen? _____ Yes _____ No

Are you hiring a third-party vendor? (DJ, caterer, etc.) _____ Yes _____ No

EVENT INFORMATION

____ Baby Shower ____ Birthday Party ____ Family/Social Gathering

____ Business/Organization Meeting ____ Wedding Reception ____ Other

Event Name: _____

Requested Date: _____ Alternate Date (if any): _____

Start Time: _____ End Time: _____ (include set up and clean up time MUST BE OUT OF BUILDING BY MIDNIGHT)

Anticipated Attendance: _____ (actual attendance may not exceed room capacities of 100 individuals)

HOW TO RECEIVE YOUR DEPOSIT

Please Initial the Understanding of each of the following:

____ Follow all terms of the contract

____ Take down all decorations (no use of unapproved décor per contract)

____ Empty and clean appliances

____ Do not cause damage to the facility

CITY OF GREGORY COMMUNITY CENTER RENTAL POLICIES AND PROCEDURES

Reservations Required

Reservations can be made via telephone, Fax, or email, and a completed reservation application and rental agreement must accompany them.

The Community Center is open from 7:00 a.m. to 12:00 a.m. Monday through Sunday. You can also call or visit the City of Gregory between 8:00 a.m. and 4:30 p.m. Monday through Friday to make reservations. The applicant shall confirm the reservation and the premises conditions in person within seventy-two (72) hours of the reservation.

Setup and clean-up times are included in the reservation. Extended hours for cleanup may be arranged in advance with the city if the facility is available during the time requested. Please be aware that for EVERY 30 MINUTES you go over your scheduled time, \$50.00 will be deducted from your deposit. Additional charges will be applied if needed.

Only persons twenty-one (21) years of age or older can reserve the Community Center. The rental period is outlined in the Fee Schedule Section.

It is required that the applicant must post a reasonable deposit of security for the repair and any damage to these facilities or the cost of clean-up or both as set forth herein.

Rental Fee Payments

The rental fees and deposits must be paid at least thirty (30) days prior to the date of the event to avoid cancellation.

Cancellation of Reservation

If cancellations are received by the city at any time prior to thirty (30) days prior to the event, a full refund shall be made. No refunds shall be made for cancellations after thirty (30) days.

Deposit Refund

Deposits shall be refunded upon inspection of the facilities. The standard cleanup shall be to leave the Center as it was when you arrived, unless you choose to forfeit the

CITY OF GREGORY COMMUNITY CENTER RENTAL POLICIES AND PROCEDURES CONT.

deposit to handle the cleanup. The city has up to thirty (30) days to refund any portion of the deposit.

Capacity

The Community Center has a maximum capacity of 100 attendees.

Access to Building

City staff will control all access to the building before and after all events.

Decorating

3M Command or Scotch wall saver removable tape is the ONLY product allowed for decoration. Nails, tacks, glue, or paste are NOT to be used. No confetti, rice, birdseed, glitter, or cans of silly string. Expenses incurred by damage caused by decorating will be deducted from your deposit. Nothing can be hung from the ceiling or lights.

Building / Property

No person shall mark, deface, injure, displace, alter, remove, or tamper with any piece of equipment, furniture, fixtures, buildings, or other property of said facilities. Construct, alter, modify, or erect any partition or structure of any kind, whether permanently or temporarily. Hang, attach, affix, display, throw, or release any materials to any of the interior or exterior walls, premises, apparatuses, furniture, fixtures, or equipment of the Community Center.

Security and Fire/EMS Fees

ALCOHOL IS NOT PERMITTED FOR CONSUMPTION ON THESE PREMISES DURING ANY EVENT! The applicant, at minimum, is required to reserve a Gregory Police Officer and/or Fire/EMS personnel, at one (1) officer per 50 guests at a rate of \$45 per hour with a two-hour minimum (paid separately). The City shall determine if any outside assistance, either in place of or in addition to City Police Officers and/or Fire/EMS, may be used or if the number of officers needs to be above or below the minimum due to the nature of the event. The City shall have the option to reduce, waive, increase, decrease, or alter such requirements and/or fees on a case-by-case basis.

CITY OF GREGORY COMMUNITY CENTER RENTAL POLICIES AND PROCEDURES CONT.

Weapons

It shall be a violation for a person to possess, carry, display, or exhibit any weapon on the premises, whether the weapon is loaded, concealed, open, carried, or licensed. This provision does not apply to those persons who are duly licensed by the state to carry a weapon in accordance with the provisions of subchapter H, Chapter 41 of the Texas Government Code, and as amended from time to time, or otherwise authorized by the state or federal law except as provided by subsection (1) of this section. This provision does not apply to local, state, or federal law enforcement officers or agents.

Kitchen

The kitchen shall be solely a warming and food preparation area. No frying or cooking with grease of any kind shall take place. The kitchen shall be used for rental only. The renter is responsible for emptying and cleaning appliances if used. Any food left on the premises will be discarded.

Animal Occupancy in the Community Center

No animals shall be allowed to enter the Community Center unless otherwise allowed by local, State, or Federal law.

City-Owned Furniture, Fixtures, and Equipment Usage (FFE)

Tables (round, rectangular, or a combination thereof) and chairs are located in the Community Room and can be used with a reservation.

Failures of Furniture, Fixtures, and Equipment During an Event

The City shall not be responsible for any failures of any FFE during such event. The renter will inspect all FFE before the event and shall acknowledge that all FFE is in working order before the event.

Use of Outside Furniture, Fixtures, and Equipment

Any use of outside furniture, fixtures, and equipment (FFE) in conjunction with the event shall be subject to approval prior to use of the Community Center or part thereof. The applicant shall list all FFE on the application and upon payment of the fee and deposit. Any FFE used that is not listed on the application, or any equipment listed

**CITY OF GREGORY COMMUNITY CENTER RENTAL POLICIES AND
PROCEDURES CONT.**

causing any damage to the Community Center shall forfeit any deposit and may subject the renter to no future reservations thereafter.

Tobacco-Free/Clean Air Policy

The entire community center is designated as a clean air environment and prohibits any kind of tobacco use, including alternatives to tobacco, regardless in the form of smoke or smokeless, including tobacco cigarettes, hookah, bidis, kreteks, and the like, electronic cigarettes, or any other forms of smoking devices.

Renters Responsibility

This agreement only gives the contract holder (and guests) access to the Community Center. The contract holder (renter) is responsible and will be held accountable for any damages. The renter or their designee must be present during preparation (facility decorating and catering set-up) and cleanup times. The City will address any problems or concerns with the renter or their designee. All personal properties must be removed from any facility at the end of the event, as the facility may be scheduled for use the next day. After the event, any damage and/or major cleanup costs will be deducted from the deposit; deductions being based on whether or not the cleanup after the event was satisfactory. The Community Center Administrator (city employee) will determine this. The renter must notify the City's staff of any damages accrued during the rental of the Community Center. Damage may include, but is not limited to, damage done to the facility, equipment, or any City property. In the event that fees exceed the cost of the deposit, the contract holder (renter) will be liable and billed accordingly. The city will notify the renter if all or part of the deposit is being held, or if the renter is to be billed for additional fees. The city is responsible for the storage of all City furnishings and equipment and the routine maintenance of the floor. Smoking inside the building is prohibited.



STATEMENT OF CERTIFICATION

I certify that I have reviewed the City of Gregory Rental Policies and Procedures and that the information on this form is true and accurate to the best of my knowledge. I understand that providing false or misleading information is grounds for the City of Gregory to cancel or terminate my event reservation.

Signature: _____ Date: _____

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