

City of West Orange, Texas

Rental Contract for Use of City-Owned Property

The Citizens of West Orange have constructed a facility they would like the public to have access to and enjoy. Keeping this in mind taxpayers have spent dollars making this building a nice place to meet. To keep this facility an impressive complex we must make and enforce rules for its success. Should you have any comments regarding these rules and regulations please contact the City Official in charge of the rentals.

1. Reservations must be made in person at the West Orange City Hall, Office of City Secretary or her designee, later referred to as "City Official" during normal operating business hours. The applicant that is renting the property will be the only person dealt with by the City Officials. **An official reservation or hold will not be placed on the facilities until the actual rental fees are received by the City Official.**
2. All fees and deposits due will be paid **IN CASH** in full at least ten (10) business days prior to the first day of the rental. If the rental is scheduled within the (10) business days, the full fee and deposits are due upon reservation.
3. Each group using the Community Center shall be expected to sign a statement of damage. This statement shall guarantee that any person/group reserving the building shall be responsible for damages to building, grounds and/or equipment. Each person/group is responsible for their guests, whether invited or not. A refundable damage deposit is also required and is listed on the fee schedule, available from the City Official.
4. **The rental fee charges are from the time renter enters the building until the time renter leaves the building, which includes set-up and clean-up times.**
5. **Do not tape, staple, glue, tack, nail or otherwise affix any objects to the walls, floors or ceilings.**
6. The maximum occupancy of the community center portion of the building is 187 people; under no circumstances should there be more persons than the building's maximum occupancy.
7. The City Buildings have been designated as "**NO SMOKING**" and there will be No Smoking in any building or portion thereof.
8. No firearms or explosive devices are allowed on the property by renter or guests.
9. The City Official reserves the right to cancel the Rental Agreement at anytime to conduct city business. If this occurs the renter will get a full refund on all monies and deposits made, as long as the building has not been used.
10. A full refund will be given if a natural disaster or evacuation occurs within the City of West Orange, during the rental period.

Read and understood by renter: _____

11. **The building should be left in the same condition as it was upon arrival.** This will be insured by doing a walk-through, by the City Official prior to and after the rental.
12. No equipment will be loaned out, some items are available for use with the facility, although the City will bear no extra expense for special needed equipment.
13. The City reserves the right to require the presence of a police officer, AT THE RENTER'S EXPENSE, in any situation which the City deems.
14. For alcohol-related functions a full-time certified licensed Texas peace officer shall be on duty during the full rental period. This officer will be arranged through the City Official and the West Orange Police Department. If any drinking or serving of alcoholic beverages is reported on the premises without this officer present, deposit will automatically be forfeited and further rentals refused. NO UNDERAGE DRINKING. The actual charge of the officer will be passed along to the renter, which will be paid in advance.
15. For teenage dances a full-time certified licensed Texas peace officer shall be on duty during the full rental period. This officer will be arranged through the City Official and the West Orange Police Department. The actual charge of the officer will be passed along to the renter, which will be paid in advance. In addition to the officer, a minimum of five (5) adults (25 years of age minimum) shall be present throughout the dance as chaperones. The police officer is not considered to be a chaperone; he is present for safety and security reasons.
16. An adult (21 years of age minimum) will be required to sign the liability agreement guaranteeing against damage to the building, grounds and/or equipment. **THE PERSON SIGNING THE AGREEMENT SHALL BE AT THE COMMUNITY CENTER DURING THE ENTIRE RENTAL PERIOD.**
17. Lessee must call for appointments:
 - a. Before rental: Walk through of building with the lessee and City Official is required before key is issued.
 - b. After rental: Final walk through inspection required and key returned before deposit is refunded.
18. Inflatable recreation devices are strictly prohibited.
19. When grounds are used, outside electrical usage will be paid by renter. Pricing will be set by City Administration depending on activity and electrical usage.
20. The City reserves the right to limit times and dates for rental and further reserves the right to require City Employee(s) to be on site during particular events at the cost of the renter.
21. Any personal property left in the complex after the rental period has expired will not be the responsibility of the City.
22. No pets or livestock will be on City property with the exception of providing assistance to the blind or handicapped.

Read and understood by renter: _____

23. If cancellation of the reservation is made more than five (5) business days prior to the reservation a full refund will be given. If cancellation of the reservation is made within two (2) to five (5) business days prior to the reservation a twenty-five (\$25) dollar fee will apply. If cancellation of the reservation is made less than two (2) business days prior to the reservation a seventy-five (\$75) dollar fee will apply. If no cancellations are made and the building is not used, rental fees will not be refunded. This shall include if Police Officers are contracted to work the event, any and all actual fees must be paid to them.
24. No rice, confetti, birdseed or any item of the like shall be thrown inside of any building.
25. No cooking of fish, crawfish or seafood is allowed in the facility. No serving of crawfish is allowed in the facility. Barbecue pits are allowed outside in the grassy area on the west side of the parking lot only. This area must be picked up and cleaned after use.
26. **The cleaning deposit will be refunded if food, drinks, trash, decorations and other refuse is cleaned and discarded. The floors and equipment must be maintained along with the restroom and kitchen facilities. This includes sweeping AND mopping AND cleaning all dirt, sticky substances and scuff marks left on the floor. Renter may be required to furnish some cleaning supplies, such as extra garbage bags, although mop and broom will be furnished.**
27. Should any disturbance, violation of City Laws, State Laws or United States of America occur, the City Official or its representative has the right to demand immediate vacancy of the building with no refunds of deposits or fees given.
28. The building will not be rented to an organization or person for which a fee is charged to enter premises or building, unless waived by City Administration.
29. The City reserves the right to refuse rental of the building, grounds and/or facilities to any person, group or organization, who in our opinion, will or has previously misused or damaged the facility or any City owned or operated equipment or grounds; refused to cooperate with the rules and regulations of the City's rules or purpose.
30. The City reserves the right to inspect, during the rental period, to ensure that all rules and regulations are being followed.
31. You must check the building upon entering, if anything is found to be out of order or damaged you must report this to the City Official. If it is after hours, call the Police Department and have an officer meet you at the complex to report the abnormality, the 24 hour number is 409-883-0059 or the Orange County Sheriff dispatcher at 409-883-2612. Remember, you are responsible for the building and the grounds (if you are using the grounds) during your rental period.

Read and understood by renter: _____

32. In the event of questionable problems that may arise with the use, pricing and scheduling of the building and grounds, all administrative decisions will be final.
- 33. If it is found that the renter was not on site the entire time of rental, OR THAT THE CENTER WAS ACTUALLY RENTED FOR THE USE OF SOMEONE ELSE, the full damage and security deposit will be forfeited, not including any criminal violations for fraudulently signing a government document.**

All of the above and foregoing pages have been read and understood, and I further agree to abide by all. I also understand that the premises, both interior and exterior may be audio and/or video recorded for security purposes.

Renter

Date

Witness

STATEMENT OF DAMAGE

I, the undersigned applicant, hereby agree to pay for any loss or damage to any and all equipment, property or facilities of the City of West Orange which shall ensue as a result of our group's presence and behavior while in the City of West Orange Community Center during my rental period. I further agree that this does not limit me in the amount of damages and it may be more than the actual "deposit". I agree to abide by the laws of the City of West Orange, State of Texas and the United States of America along with any and all rules and conditions as set forth in this "Rental Contract for City-Owned Property". I further agree to hold harmless the City of West Orange for any injury or incident that occurs during the rental period, and I further agree to indemnify the City as a result of such.

Applicant

Drivers License Number

City Official or Witness to above

INSPECTION SCHEDULE

	Date	Time	Renter Initial	"C/O" Initial
Initial Walk Through				
Final Walk Through				

Notes:

_____ Key # _____

Fee Schedule

ALL FEES MUST BE PAID IN ADVANCE **IN CASH** – NO EXCEPTIONS.

FUNCTIONS USING BUILDING

4 Hours	\$200.00
6 Hours	\$300.00
8 Hours	\$400.00
Over 8 Hours add \$50.00 per hour	
<i>Refundable Clean up deposit</i>	\$ 100.00
Refundable Damage deposit	\$ 200.00
Police officer charges	\$ 35.00 per hour/per officer
City Employee	\$ 15.00 per hour/per employee

Residents of the City of West Orange shall enjoy a 50% discount off of the above listed rental fees, while city employees who reside outside city limits shall enjoy a 25% discount, both provided however that they remain on premises during the entire rental period and they are the person signing the "Rental Contract". No discounts will be given off of deposit amounts, police officer and/or employee charges. Proof of residency may be required and may be in the form of a government issued driver's license or identification card.

*** ALL FEES DUE WILL BE PAID IN ADVANCE AS STATED IN THE RULES. RESERVED TIMES WILL BE STRICTLY ADHERED TO. No additional usage will be allowed unless prior arrangements are made.

*** FAILURE TO RETURN CHAIRS/TABLES AS SET UP UPON ARRIVAL WILL RESULT IN \$25 BEING WITHHELD FROM DEPOSIT.

*** FAILURE TO RETURN KEY TO CITY HALL ON THE FIRST BUSINESS DAY FOLLOWING RENTAL WILL RESULT IN \$25 BEING WITHHELD FROM DEPOSIT, WITH \$25 PER DAY CHARGE BEING ADDED EACH DAY THEREAFTER.

Functions that use the facility on a regular basis (i.e. weekly or monthly) may propose a contract to the City of West Orange. The proper fees will be determined by City Administration and will be based on criteria such as hours used, type of function and equipment used. A Contract with the City does not waive any damage liabilities.

CITY OF WEST ORANGE COMMUNITY CENTER RESERVATION APPLICATION

Date: _____

Applicant: _____

Address: _____ City: _____ Zip: _____

Group/Organization/Occasion: _____

Home Phone: _____ Business Phone: _____

Please give a name and phone number of an alternate contact (*Note: alternate contact does NOT have authority to pick up/return key or pick up deposit after event*):

Type of Event: _____

Date of Event: _____ Time facility requested: _____ to _____

Will Liquor be on premises: _____ Is Event a Teen Dance: _____

Private Party: _____ Open to the Public: _____

Approximate number of guests: _____

NOTE: Fees are to be paid and key is to be picked up and returned by renter ONLY. Deposits will be refunded to renter ONLY. Total or partial deposit may be refunded contingent upon findings of final inspection.

DEPOSITS AND FEES

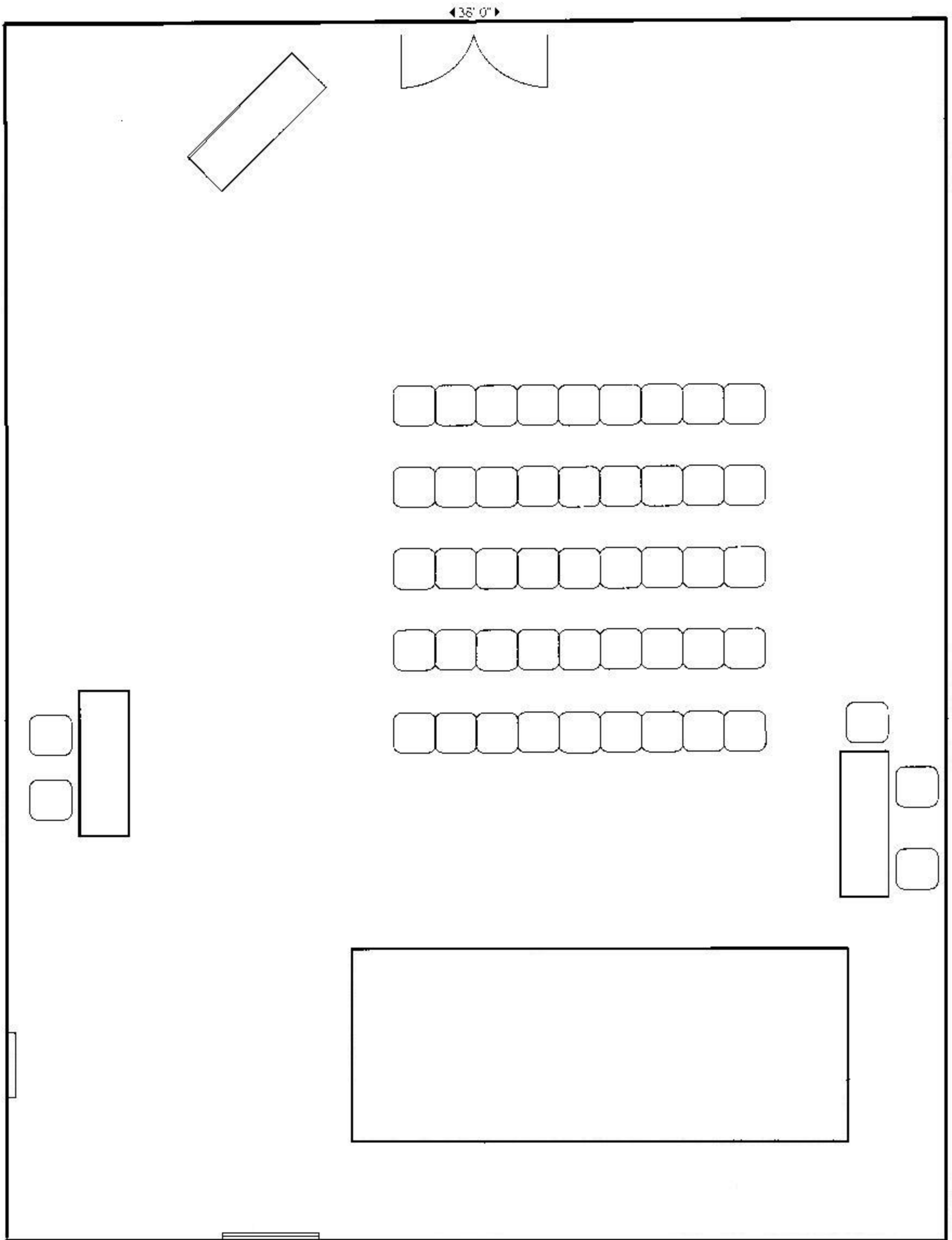
Fees Paid \$ _____ Date Paid: _____

Cleanup Deposit Paid \$ _____ Date Paid: _____

Damage Deposit Paid \$ _____ Date Paid: _____

Police Officer Fee \$ _____ Date Paid: _____

Employee Fee \$ _____ Date Paid: _____



FAILURE TO RETURN COMMUNITY CENTER TO ORIGINAL SET-UP WILL RESULT IN \$25 BEING WITHHELD FROM DEPOSIT.