

CITIZEN'S CENTER BANQUET ROOM

Rental Policy Agreement, Executive Board Approved 10/11/23

The following policy shall govern all rentals and uses of the Banquet Room:

1. **NO ALCOHOLIC BEVERAGES OF ANY TYPE** may be consumed on this property. Should alcoholic beverages be used in violation of this policy, the rental of the building will be immediately terminated. The person renting the property will be responsible for seeing that this policy is strictly followed.
2. **RENTAL DATE IS FOR SPECIFIC TIME ONLY** and prearranged in advance at the time the rental is approved. Any preparations, decorating, etc., must occur during the assigned time of rental. **No glitter, sequins, confetti or objects less than 1" in size may be used for decorating.** **RESERVATIONS** are to be made at the Citizen's Center, contact Pam Baker at 254-897-2139. Deposits and rental fees are to be paid to the Somervell County Committee on Aging (SCCOA). The deposit will be refunded after the rental date and inspection of the Center by the Director or other authorized persons.
3. **A BUILDING MONITOR** or other designated person will be on the premises during rental time to unlock doors or for information, etc. Monitors are available to open the building at 8:00 a.m. and close at 12:00 midnight.
4. **RENTERS ARE TO PROVIDE ALL ITEMS NEEDED** for meal preparation (small kitchen only); including glasses, plates, silverware, napkins, trash bags, etc. The Center vacuum cleaner is available upon request.
5. **THE ICE MACHINE** is available to anyone reserving the banquet room. Contact your building monitor if you need access to the ice machine.
6. **ALL TRASH** must be taken out and placed in the receptacle at the back of the building
7. **ALL FURNITURE** should be returned to original positions.
8. **NO PROPERTY SHOULD BE REMOVED FROM THE BANQUET ROOM.**
9. **ANIMALS** other than Certified Service Animals are not allowed in the Center.
10. **CHILDREN ARE TO BE WELL SUPERVISED AT ALL TIMES.**
11. **NO ATHLETIC TYPE GAMES** are allowed.
12. **SMOKING AND VAPING ARE NOT ALLOWED.**
13. **ADA ACCESSIBILITY:** Renter understands that not all portions of the rented premises are ADA Compliant.

CURRENT PHOTO ID IS REQUIRED

I have read and understand the policy as presented above regarding the rental and use of the County's facility. I will abide by these regulations and will be responsible for any guest attending the activity for which the facility is rented. I represent to the County/SCCOA that I am the person authorized to sign this Agreement. In this regard, I state that I am the person renting this facility. In consideration of renting the facility, I agree to pay the rental fee set out herein and agree to indemnify and hold harmless the County/SCCOA and its agents and employees from all suits, actions or claims of any character, type or description (including the payment of court expenses and any attorney's fees) brought on account of any injuries or damages received or sustained to any person, persons or property arising out of the use of the facility. I represent that I have examined the facility or will examine the facility concerning my intended use of it. I also represent that I will have each person attending my event examine the facility, and that I will point out to them any possible hazards that I become aware of concerning the facility and my use of it. If I or any of the people attending my event become aware of any problems or potential dangers concerning our use of the facility, I will immediately cease use of the facility and will notify an authorized agent of SCCOA.

EVENT _____ RESERVATION DATE _____ TIME _____

RENTER _____ ADDRESS _____

TELEPHONE NUMBER _____ SIGNATURE _____

DEPOSIT \$ _____ RENT \$ _____ DATE PAID _____ CASH _____ CHECK NO _____

RENTAL FEES:

	Deposit: Banquet Room	Banquet Room Fee
Non-County Residents:	\$ 200.00	\$ 300.00
County Residents:	\$ 150.00	\$ 250.00
Non-Profit Organizations:	\$ 150.00	\$ 150.00

The rental fee for the Citizen's Center Banquet Room will be paid with deposit. A copy of this agreement indicating paid deposit and 100% of the paid rental fee will be required by SCCOA fifteen (15) days prior to the event. All money received will be held in the SCCOA Rental account.

DEPOSIT REFUNDS ARE DEPENDENT UPON NO DAMAGE OR CLEANING NECESSARY

Non-profit deposits will be held in Rental account of SCCOA and reimbursed when the non-profit is no longer using the facility. No deposits will be kept on file. A cash deposit refund must be requested from SCCOA after the event. A refund check may be picked up after approval by SCCOA. Upon cancellation of this agreement prior to event date, fifty (50) percent of both deposit and rental fee will be refunded.

Original: SCCOA
Payment to: SCCOA
cc: Renter