



COMMUNITY CENTER
 900 E. Glendale,
 Reserve at 405 S. Oak St,
 Crowley, TX 76036
 Phone: (817) 297-2201, Ext. 7000

| | | | |
|--|---|---------------------------------------|-----|
| Today's Date | Renter's Last Name | First Name | |
| Address | | City | Zip |
| Mailing Address (If different from physical address) | | City | Zip |
| Phone Number | | Alt. Phone Number | |
| Email | | Organization | |
| Reservation Date | Hours From: _____ a.m./p.m To: _____ a.m./p.m Total: _____ | | |
| Purpose | Headcount (Max capacity: 150) | Alcohol Present YES _____ NO _____ | |

NOTE TO RENTER: The community center is a designated voting center for local counties. Election reservations supersede all other reservations during the months of April, May, June, July, October, November, and December.

****Deposit due at time of reservation, remaining fees are to be paid at least 10 business before reservation date****

Resident:

Non-Resident:

DEPOSIT: \$100

\$150

Total Deposit: \$ _____

RENTAL: \$50 (4hrs)

\$100 (4hrs)

Total Amount: \$ _____

Number of hours over 4: _____ x \$15.00 \$ _____

TOTAL DUE: \$ _____

CANCELLATION POLICY

All cancellations will result in a forfeiture of at least one-half the fees paid.

- If notice of cancellation is given prior to 10 days of the reservation date, then half of the deposit and one half of the rental fees (if already paid) will be refunded.
- If notice of cancellation is given less than 10 days, then all of the deposit & the rental fees (if already paid) will be retained by the city.
- Key must be picked up at the Crowley Police Department 30 minutes prior to the scheduled rental time and returned back 30 minutes after rental.

THE CROWLEY POLICE DEPARTMENT IS LOCATED AT 617 BUSINESS FM 1187 WEST.

**Community Center
Rules and Regulations
Crowley Code of Ordinances, Sec. 58**

- (a) **Each group or individual responsible for the reservation must leave the center clean.** (Cleaning supplies, which includes broom, mop, mop bucket, trash bags, etc., are found in the closet. All trash must be placed in dumpster located on the North side of the building.)
- (b) The keys to the community center and the checklist must be returned to the city police department within 30 minutes of the expiration of the reserved time. The checklist must be signed by the person responsible for the reservation.
- (c) **No glass containers shall be allowed in the multipurpose area of the community center or the parking lot.** Glass containers must be confined to the kitchen area of the center. Violations of this provision shall result in forfeiture of the rental deposit.
- (d) **For all activities in City property or facilities involving the consumption of alcoholic beverages,** the person or group responsible for the reservation must pay for an off duty police officer to be present for their full rental time. The applicant shall first contact the Crowley Police Department's Off-Duty Coordinator Sgt. Tate at mtate@ci.crowley.tx.us or 817-297-2276 x 6505, who will in turn attempt to provide a City of Crowley officer for the event, at an hourly rate approved by the city. In the event no off duty Crowley officers are available to work the event, the Coordinator shall provide the applicant a list of approved jurisdictions authorized to work off duty at City events or facilities. An applicant may not bypass the above process and hire an officer from another jurisdiction or not in the approved list of jurisdictions. No alcoholic beverages shall be allowed outside of the building. Violations of these provisions shall result in forfeiture of the rental deposit.
- (e) **No smoking shall be allowed inside any area of the community center.** Violations of this provision shall result in forfeiture of the rental deposit.
- (f) Deposit refunds shall be made after inspection of the premises, and will be *mailed* within ten days after the reservation date. If deposit was paid via *credit card*, deposit will be refunded back to the credit card within 7 business days.
- (g) Any waiver of fees, deposits or rental terms shall require the approval of the city manager or the city council.
- (h) **No tacks, nails or tape will be allowed on painted walls or ceiling.** The only area allowed is the carpeted area on the wall. Any damage will result in non-refund of the initial deposit.

Other:

- (i) Tables and chairs are available with your rental. You are responsible for setting up tables and chairs and placing back in its original location in a neat and orderly manner.

Refunds are determined based on the above rules being adhered to and that each of the cleaning duties are performed upon departure.

By initialing, I acknowledge that I have read each rule above & I have received a copy of the cleaning checklist that is to be followed in its entirety in order for my full deposit to be returned. Deposits will be mailed back to the renter within 10 days after the reservation date. If deposit was paid via *credit card*, deposit will be refunded back to the credit card within 7 business days.

Lessee understands and agrees to hold harmless the lessor, the City of Crowley, its agents and employees, from and against any and all claims, expenses, demands, judgments and causes of action of every kind and character for personal injury, death or damage to property, which could occur from or arise out of the activities of lessee or its users. I have read and fully understand the rules and regulations governing the Community Center reservations. Lessee also understands that the rules, regulations, and fees are subject to change without notice, as they are approved by the City Council.

Signature of Renter

Date

Group/Individual: _____

Date of Reservation: _____

Time: _____

Checklist and key must be returned to the Crowley Police Department (617 Business FM 1187 West) within 30 minutes after the expiration of reserved time.

Crowley Community Center Checklist

*Upon your arrival, was the facility clean and orderly? ___ Yes ___ No

If no, please explain: _____

| Before departure, Lessee shall check each listed item for security and cleanliness of the facility. | Yes | No | % Retained |
|---|-----|----|------------|
| Doors closed and locked? (front and back doors) | | | 5% |
| Main center & kitchen floors have been swept & mopped? | | | 25% |
| Restrooms clean (toilets flushed, trash thrown, floors swept & mopped)? | | | 15% |
| Chairs and Tables are clean, stacked and stored correctly? | | | 10% |
| All decorations have been removed from wall, ceiling, and floors? | | | 10% |
| Kitchen sink, oven, cabinets, counters are clean? | | | 5% |
| Refrigerator & stove are clean of leftovers & food spills? | | | 10% |
| Trash emptied and taken out to dumpster & bags are replaced? | | | 10% |
| Outside perimeter is free of trash and damage? | | | 5% |

Lessee Signature _____

Date: _____