

CITY OF LOS FRESNOS
520 E OCEAN BLVD.
LOS FRESNOS, TX 78566
(956) 233-5768 OFFICE - (956) 233-9879 FAX

CONTRACT FOR USE OF LOS FRESNOS COMMUNITY CENTER

I, _____ (Print), do hereby make application for the use of the Los Fresnos Community Center on _____ (Date of Event), between the hours of _____ and _____.

The Community Center will be used for the following purpose: _____

Upon approval of this application the undersigned agrees to the following:

1. The Community Center will be used only for the purpose stated above.
2. **NO** decorations will be hung on or around the ceiling fans. **NO** balloons may be used inside the building.
3. The use of alcoholic beverages is restricted to use of those persons authorized by State law. Alcoholic beverages **will not** be given to or sold to minors.
4. It is understood that any or all deposits made may be forfeited if rules for use of the building are not obeyed.
5. The undersigned agrees to hold harmless the City of Los Fresnos for any adverse incident that may occur during the use of the building for which this contract is issued.
6. The undersigned agrees to abide by the rules for the use of the Community Center and will be responsible for all persons using the facility and insure all other persons using and attending the function under this contract comply with the rules.
7. Special conditions (if any): _____
8. Number of tables needed: _____ Tables Number of chairs needed: _____ Chairs
9. The following fees will apply:
 Rent: \$ _____ Deposit: \$ _____ **Total Due: \$ _____**
 Non-Resident: \$ _____ Other: \$ _____
 Security: \$ _____ (Minimum of 2 Los Fresnos Police Officer at \$30.00 per hour per Officer)
 Alcoholic beverages (will) or (will not) be available. A band/dance (will) or (will not) be provided.

I understand the entire contents of the rental agreement.

X _____ TELEPHONE # _____
Lessee Signature Date

ADDRESS: _____ City _____ State _____ Zip _____

Approval is hereby granted for the use of the Los Fresnos Community Center on _____ for the purpose specified in this contract.

Authorized City Representative Date

LOS FRESNOS COMMUNITY CENTER RULES AND REGULATIONS

THESE RULES ARE ESTABLISHED IN ORDER TO MAINTAIN THE USE OF THE COMMUNITY CENTER FOR THE BENEFIT AND ENJOYMENT OF ALL USERS.

Initials _____

- _____ 1. The building must be reserved. Reservations will be accepted not earlier than 180 days prior to the date desired. Reservations must be made during regular office hours, 8:30 a.m. to 5:00 p.m., Monday thru Friday.
- _____ 2. The building can only be used for the purpose originally described in the contract when you reserve it.
- _____ 3. The building is not available for public use between 8:00 a.m. to 4:00 p.m., Monday thru Friday.
- _____ 4. All individuals or groups desiring to use the Community Center must sign a contract.
- _____ 5. Cancellations must be done within 15 days prior to the function/activity. If done less than 15 days only 50% of fees will be refunded.
- _____ 6. Keys are checked out on a temporary basis and may be picked up at the Police Department by _____ on the day of your function/activity. Keys must be returned to the Police Department as soon as your function/activity is over. **NO EXCEPTIONS.**
A \$10.00 fee will be charged per day until the key is returned. After two days you forfeit the entire deposit.
- _____ 7. **NO** decorations, of any kind, can be hung on or around the ceiling fans. **NO** balloons may be used inside the building. **NO** decorations may be placed on the sheetrock walls. Decorations may be placed on **concrete walls only.**
- _____ 8. All personal items must be taken out of the building after the function/activity. All trash and garbage must be put in plastic bags, and bags placed in the garbage dumpster outside, and completed within 1 hour of the end of your scheduled event
- _____ 9. If the building is left exceptionally dirty you will be charged an additional cleaning fee and it will be deducted from your deposit.
- _____ 10. Alcoholic beverages **may not** be sold in or on the premises of the building, unless an authorized license has been obtained. Alcoholic beverages **may not** be consumed outside the building on City property.
- _____ 11. Building codes establish a maximum occupancy of 200 persons. There are 22 tables and 200 chairs available. You must specify how many tables and chairs you will need.
- _____ 12. The building must be vacated by all except cleaning personnel at the end of the event.
- _____ 13. Any violation of these rules will result in the forfeiture of your deposit and the final use of the Community Center by you or your group.
- _____ 14. The City reserves the right to refuse rental of the Community Center to anyone that does not abide by these rules.
- _____ 15. The Community Center will not be used for political activities or subversive activities.
- _____ 16. The person that reserves the Community Center will be responsible for any damage to the building or equipment and will be required to pay all expenses that exceed the deposit made.

RENTAL RATES AND HOURS - COMMUNITY CENTER IS RENTED IN 4 HOURS SEGMENTS.

Rental Fee: \$ 200.00	Deposit Fee: \$ 100.00	Hours: 6:00pm to 12:00 midnight (Monday thru Thursday)
Non-Resident Fee: \$ 50.00	Overtime Rental Fee: \$ 25.00/hr	6:00pm to 2:00am (Friday)
Rental non-profit: \$ 50.00 (School, Church or government)		10:00am to 2:00am (Saturday)
Security: \$ 240.00		10:00am to 12:00 midnight (Sunday)

(Any activity with alcohol must have Los Fresnos Police security.)

(For each hour security has to stay over the 4 hours there will be a \$30.00 per hour per officer charge.)

*Deposit required for every rental.