

City of Snook Community Center Rental Agreement- Single Event

This contract for the rental of the City of Snook Community Center is made this day

_____ by and between the City of Snook, hereafter referred to as “the City”,
and _____, hereafter referred to as the “Renter”.

Whereas, the Renter desires to temporarily rent, occupy, and make use of the Community Center located at 10245 FM 2155, Snook, TX 77878.

The parties agree to the following terms and conditions:

- I. EVENT DESCRIPTION/VENUE ACCESS:** The Renter shall have access to and use the venue from ____ o'clock on _____, to ____ o'clock on _____, for the purpose of hosting the Renter's _____ event. A representative from the City shall be present to provide access to the building at ____ o'clock, or the City will provide the Renter with keys necessary to access the building no later than _____.
- II. RENTAL COST:** The full rental fee for the use of the venue as described in Paragraph I above shall be \$ _____. The balance of the rental fee due less the refundable deposit described below in Paragraph III, shall be payable to the City by _____, the last business day before the event.
- III. DEPOSIT:** The Renter shall pay to the City the sum of \$100 upon the reservation of the Community Center. This deposit is refundable, less any charges for damages done to the Community Center by the Renter or his/her associates.
- IV. EXPIRATION OF RENTAL PERIOD:** The renter shall return to the City any keys on the business day following the end of the rental period.
- V. REMOVAL OF BELONGINGS:** Renter shall remove all personal property, trash, and any other items that were not present in the Community Center when the Renter took possession of it.
- VI. RETURN OF THE SECURITY DEPOSIT:** Upon the Renter's completion of his/her obligations under Paragraphs IV & V above, the Owner shall return the security deposit less any amounts deemed necessary to repair damages inflicted upon the Community Center by the Renter and/or Renter/s associates, guests, invitees, contractors, and all other persons whatsoever who enter the venue during the rental period. Security deposits will be made available for return following the month's council meeting.

Renter	Authorized City Representative
Signature & Date	Signature & Date

Printed Name	Printed Name
Phone Number	
Address to Mail Deposit Refund	

<i>For Office Use Only</i>			
Date Deposit Paid: _____	CASH	CHECK # _____	Money Order # _____
Deposit Payment Received By: _____		Date: _____	
Date Payment Paid: _____	CASH	CHECK # _____	Money Order # _____
Payment Received By: _____		Date: _____	
Date Deposit Returned: _____	CHECK # _____		
Deposit Return Processed By: _____		Date: _____	

Community Center Rental Rules

The Renter is responsible for ensuring that the Community Center is clean and orderly upon the end of their rental period. This includes:

1. Removing trash from the premises.
2. Returning chairs and tables to their original positions.
3. Sweeping the floor to remove leftover debris.
4. Refraining from affixing anything to the community center walls.
5. If any appliances are used (refrigerator, oven, microwave) make sure all items are removed and appliances are cleaned.
6. Please do not take any items that were not brought by your party.

If there are any questions or concerns, please reach out to the City Administrator.

David Junek: (979) 220-8984

FAILURE TO PERFORM ANY OF THESE ITEMS WILL RESULT IN LOSS OF DEPOSIT