

RENTAL OF COMMUNITY CENTER

You may rent the Community Center for your various activities by coming into City Hall and executing a Renter's Agreement. The Agreement is attached hereto for your reference.

Currently a \$60.00 refundable deposit is required along with a \$100.00 rental fee. The deposit is refundable based on the criteria set forth in the Renter's Agreement.

The earliest time you may get into the Community Center for your activity is 9 a.m. and the latest closing time for your event is 12 a.m. (Midnight).

You can now have functions that are known as BYOB (bring your own bottle) Please see the attached article entitled "BYOB events at the Community Center" for more details concerning these activities.

The Community Center will be inspected and the cleanliness or any damage will be noted. If the inspector finds the building clean with no damage then your deposit will be fully refunded.

During the fall of 2015 and early 2016 we will be making various improvements to the building and rental will not be possible. We appreciate your understanding as we make some needed improvements to this facility.

For questions concerning availability please call City Hall at 806-667-3461.

City of Petersburg
PO Box 326
Petersburg, Texas 79250
Phone (806) 667-3461

Thank you for choosing the Petersburg Community Center
We appreciate your business!

Renter's Agreement

I, _____, hereby request to rent the Petersburg Community Center, Petersburg, Texas for the purpose of _____ on (date) _____ beginning at (time) _____ and ending at _____. ***NOTE: Earliest opening time is 9 a.m. & latest closing time is 12 a.m. (midnight) – door will be unlocked and locked by city employee***

I agree to the following and am aware that these fees are to be collected in advance to ensure reservation:

Deposit \$60.00 – must be paid in order to reserve requested date.

Rental Fee \$100.00 – must be paid by noon the day before reserved date.

IN ORDER TO KEEP THE RENT AFFORDABLE AND RECEIVE YOUR DEPOSIT
REFUND PLEASE ADHERE TO THE FOLLOWING GUIDELINES

Cleaning:

- Wipe clean tables & chairs
- Sweep & mop all of the building used
- Empty all trash containers
- Clean restrooms

Remember

- Please keep doors closed as building will heat and cool better
 - Before leaving: In WINTER months turn heat to 55° - Auto
 - Before leaving: in SUMMER months turn air conditioner OFF
 - Before leaving: TURN ALL LIGHTS OFF
 - Close all doors, a city employee will be in charge of locking up
- If using the kitchen
 - Turn off oven or stove top & make sure they are cleaned
 - Wash dishes used & please DO NOT take dishes
 - Take refrigerated food with you
 - Clean countertops
 - Sweep & mop floor

IMPORTANT NOTICE

ALL YOUTH ACTIVITIES MUST BE
SPONSORED BY ADULTS WITH
ADULTS PRESENT AT ALL TIMES.

AFTER THE FUNCTION THE
BUILDING WILL BE INSPECTED FOR
DAMAGE AND CLEANLINESS. IF
THE INSPECTOR FINDS THE
BUILDING CLEAN WITH NO
DAMAGE, THE DEPOSIT WILL BE
REFUNDED. IF THE BUILDING IS
NOT CLEAN OR DAMAGES ARE
FOUND THE DEPOSIT WILL **NOT** BE
REFUNDED AND YOU WILL BE HELD
LIABLE FOR THE COSTS OF REPAIRS
TO ANY DAMAGE TO THE BUILDING
AND/OR ITS CONTENTS.

I, the renter, have read all of the above guidelines and notices and understand that if they are not met or any damage occurs during my time of rental I will not receive my deposit refund and will be held responsible for the cost of repairs to any damage to the building and/or its contents.

Renter: _____ Address _____ Phone _____ DL# _____

X _____