

CITY PARK FAMILY CENTER

Lease agreement:

Fees: Refundable Deposit:	\$100.00
½ Day (up to 4 hours)	\$50.00
Full day (over 4 hours)	\$100.00

Reservations may be made at City Hall 200 W. Liveoak during regular business hours. An event form must be filled out and the deposit and fee paid in full to reserve the date.

Cancellations must be made 24 hours before the date of the event in order to receive an 80% refund of usage fee, less than 24 hour cancellation no usage fee will be refunded. The deposit will be refunded in full.

Usage Rules:

- ❖ Absolutely NO smoking or alcoholic beverages are allowed on the premises.
- ❖ Children must be supervised.
- ❖ Users are responsible for clean-up of the facilities and surrounding area (counters, sink, sweep floors, chairs, tables, remove food from area and refrigerator, etc..) turn off lights, places chairs and tables to the original position.
- ❖ No tacks, nails, staples or tape or any kind should be used on the walls. Users are responsible are any damage that might occur.
- ❖ All trash inside and outside of the building must be removed and thrown in the dumpster. There are two dumpsters located in the Park area.
- ❖ The key must be returned to City hall the following day, if on the weekend must be returned no later than the following Monday.

Deposits will be returned after the building has been inspected. User is responsible for any damages inflicted on the premises, furniture, or fixtures. Deposit and refunds will only be paid by check within 3 weeks after usage of the building.

Any violations of the usage rules and the deposit will be forfeited

Recommended Occupancy: 75 maximum

CONTACT NUMBERS: 325/636-7154 OR 325/636-7154, Earl Johnson –City of Coleman Park & Recreation Dept., if assistance is needed at the time of lease.

CITY PARK FAMILY CENTER

RESERVATION FORM

NAME: _____

ADDRESS: _____

PHONE: _____

TYPE OF EVENT:

DATE OF EVENT: _____

TIME OF EVENT: _____

Usage Rules:

No smoking or alcoholic beverages allowed on premises

Must clean up; turn off all lights, place chair and tables in their original position

No tacks, nails, staples or tape of any kind can be used on the wall.

All trash inside and outside the Family Center Building must be cleaned up and placed in one of the two available dumpsters in the park area.

Children must be supervised

Any damage that might occur is the users' responsibility

The key must be returned the next day after event, if on the weekend must be turned in the following Monday.

ANY VIOLATIONS OF THE USAGE RULES - DEPOSIT WILL BE FORFEITED

Signature: _____

Date Reserved: _____

Deposit paid: _____ Date: _____

Fee paid: _____ Date: _____