

**RENTAL OF THE COMMUNITY CENTER
RENTAL AGREEMENT AND RULES AND REGULATIONS**

The Community Center is rented on a first come, first serve basis except, standing or yearly reservations such as family reunions, etc.

No smoking in the building.

Supervised groups only – no unsupervised juveniles

Noise level must be held to a minimum

There will be a time limit on parties: No later than 12 midnight, except for New Year's – 12:30

Chairs and tables shall not be removed from the building.

Lessee sets up and cleans up after use:

- All tables and chairs used must be cleaned and placed back against the wall after use;
- Kitchen area must be left clean; this includes the oven, range, counter tops, and floor. All tiled areas must be swept and mopped by the lessee. Mirrors and counter tops in the restrooms must be cleaned. Brooms, mops and cleaning supplies are located in the closet in the kitchen area.
- All trash receptacles must be emptied in trash bags;
- The lessee is responsible for any damages to equipment, building, or property;
- No nails or staples will be used on the walls. Tape is allowed, only if all is removed;
- There is a \$25.00 cleaning and damage deposit, which is refundable only after inspection by an authorized agent of the city. (The deposit will not be refunded if center was left unclean and garbage not taken.); and

It is the lessee's responsibility to bring to the attention of the City, if the Center is not clean and acceptable when they arrive (903) 778-2525, if no answer, call (903) 477-1775. Otherwise, he/she will be responsible for anything that needs to be corrected including cleaning and repairs.

FEE SCHEDULE: Daily rate: \$75.00

I have read, agreed and received a copy of the above rules and regulations for renting the community center. I further agree to hold harmless the City of Trinidad and its representatives and release the city from all claims and all liability from the above activity.

Name

Date

*The City of Trinidad does not discriminate according to sex, race, color or national origin.