

**RENTAL AGREEMENT
THE COLONY COMMUNITY CENTER**

We understand that the reservation is not guaranteed until all rental fees and deposits are paid.

We shall be financially responsible for any damages, misuse, or neglect for the facility that occur during our rental of the building.

We shall clean litter from the facility prior to the end of our rental period (including floors, tables and chairs, restrooms, etc.) as well as spot mop any spills and wipe down tables. Trash bags, mop and cleaning supplies are provided by the center.

We agree to limit our activities to our scheduled time periods.

We shall return tables and chairs to their original positions at the conclusion of the event.

We will report any problems or damages that occur during our usage to the building supervisor immediately upon discovery.

We agree to exercise care and concern at all times when using the facility, and will not disturb or utilize items or equipment without prior consent.

We understand the City of The Colony accepts no liability for any damage to persons arising from use of TCCC, and any persons or organizations using said facility must agree herewith.

We will not allow smoking or alcohol consumption in the facility at any time during our utilization.

City ordinance prohibits use of candles or any device that requires flame.

We have received, read, and fully understand the policies and guidelines for rental of TCCC, and agree to abide by those rules.

I have read and understand the policies for rental of The Colony Community Center and by signing the agreement below, I accept responsibility, on behalf of myself and the members of my party, to abide by the rules and conditions set forth for the use of The Colony Community Center (TCCC)

Signed _____

Date _____

Printed Name:		
Phone:		
Address:		
City:	State:	Zip:
Type of Function (be specific):		
Date of Rental:		
Time of Rental:	Cost of Rental:	
Area of Rental:		
Estimated Attendance:	Estimated Overnight Guests:	
Deposit Return Received by:	Date Deposit Returned:	
Special Instructions:		
Approved by:	Date Approved:	



Planning a.....
Party?
Shower?
Reunion?
Meeting?
Reception?

Bring in prepared food...we have tables and chairs



**The Colony Community Center
5151 North Colony Blvd.
The Colony, TX 75056
972-624-2246**

Policies for Rental of The Colony Community Center Reservation Information

Reservations are only accepted with full payment of rental and security deposit.

The Community Center is available for private rentals on Saturday after 2:30pm and Sunday until 6:00pm. Set-up and clean-up time is part of the rental period, and is charged at the regular rental rates. Set-up and clean-up is the responsibility of the renting party.

Approval of all requests will be contingent on Community Center staffing availability. A City employee will be scheduled to be on duty during all activities. Depending on the size and nature of the event, more than one building supervisor may be required at an additional fee.

Minimum rental available is for 3 hours. Rental payment is deposited immediately. There will be a \$200 building security deposit required for all groups/organizations renting The Colony Community Center which will only be deposited by the City for cleaning charges or the repair of any damages, misuse or neglect of the facility during that organization's usage. If damages exceed the amount of the deposit, it is the responsibility of the renting party to pay the additional cost of repairs.

Rental Safety Requirements

Events of 100+ people require an off duty police officer, paid by the renting party. Events of 150 – 200 may require 2 off duty officers. A minimum of 2 weeks notice is required. Contact Capt. Chris Chandler at 972-625-1887 for rates and scheduling an officer.

Youth oriented events (ages 18 and under) require adult chaperones at the ratio of one adult for every 15 youth attending. A chaperone list must be provided including names and telephone numbers one week prior to rental.

Depending on the nature of the event, the City reserves the right to require liability insurance covering the event and naming the City of The Colony as additional insured.

Cleaning the Facility

Clean-up of the facility is the responsibility of the renting party. The facility must be cleaned and equipment returned to its original condition ready for the next reservation. Litter created by a reservation must be removed from the facility.

The responsible party must review the condition of the facility with staff prior to and after the function.

Food Preparation

The kitchen is a service kitchen only with use of the ice-maker. No stove, refrigerator, utensils, supplies or equipment is available for rental.

Building/Equipment

Tables and chairs are included in the rental fee. No other equipment or supply is available.

Damages must be reported to the Community Center employee immediately, whether they are caused by accident, mischief, vandalism, or an act of nature. Equipment may not be removed from the facility

The City of The Colony will not be responsible for items left in the building by groups using it.

Alcoholic Beverages & Smoking

No smoking or alcohol consumption is allowed.

Decorations

Interior walls are not to be decorated. Nails and pins may not be used to hang decorations. Evidence of decorations will result in assessment of fees, based on the time needed to clean or repair the affected areas.

Admission Fee and Other Charges

Reservations must not include collection or solicitation for products or services, admissions or fees.

Cancellation Fees:

A 20% fee will be charged for cancellations. Cancellations made within 48 hours of rental are unrefundable.



Fee Schedule

Large Activity Room with Kitchen

- 200 people maximum—standing only
- 100 people maximum—table seating

Resident Rate \$170 for first 3 hours
\$40/Hour each additional hour

Non-Resident Rate \$215 for first 3 hours
\$50/Hour each additional hour

Large Activity Room without Kitchen

- 200 people maximum—standing only
- 100 people maximum—table seating

Resident Rate \$155 for first 3 hours
\$40/Hour each additional hour

Non-Resident Rate \$185 for first 3 hours
\$50/Hour each additional hour

1/2 Large Activity Room with Kitchen

- 100 people maximum—standing only
- 50 people maximum—table seating

Resident Rate \$140 for first 3 hours
\$35/Hour each additional hour

Non-Resident Rate \$170 for first 3 hours
\$45/Hour each additional hour

1/2 Large Activity Room without Kitchen

- 100 people maximum—standing only
- 50 people maximum—table seating

Resident Rate \$125 for first 3 hours
\$30/Hour each additional hour

Non-Resident Rate \$155 for first 3 hours
\$40/Hour each additional hour

Reservations are taken on a first come, first served basis. Rentals may not be held without payment. Reservations are not accepted until full payment and \$200 building security deposit are received.

To check availability, call 972-624-2246.