

**RENTAL AGREEMENT  
THE COLONY COMMUNITY CENTER**

The reservation is not held or guaranteed until all rental fees and security 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 and will report any problems or damages that occur to the building supervisor immediately.

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 and shall return tables and chairs to their original positions prior to the end of rental.

We 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.

No smoking is allowed within 15 feet of an entrance or inside the building.

City ordinance prohibits use of lit candles.

Possession, sale or service of alcohol shall only be permitted by obtaining appropriate permit and hiring one or more City of The Colony off duty police officers. Applicant is legally accountable and bears sole responsibility that the sale, serving and/or consuming of alcoholic beverages during the rental shall comply with the laws of the State of Texas and the TABC.

Bringing alcohol into the building without obtaining a permit and hiring an off-duty police officer prior to the rental will result in immediate termination of the rental and forfeiture of all fees.

I have read and understand the policies and Rental Agreement 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:		
Adults:	18 & under:	
Deposit Return Received by:	Date Deposit Returned:	
Special Instructions:		
Approved by:	Date Approved:	



**Planning a.....**

- Party?
- Shower?
- Reunion?
- Graduation?
- 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 The Colony Police Department 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.

### **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.

### **Smoking**

No smoking is allowed within 15 feet of the entrance or inside the Community Center.

### **Alcoholic Beverages**

- Alcohol may only be in the building for permitted, after hours, private rental activities
- Special Event permit application for Rental with Alcohol must be filed at City Hall a minimum of 30 prior to event.
- Approval to serve alcoholic beverages must be requested at the time the facility is reserved
- Applicant is legally accountable and bears sole responsibility that the sale, serving and/or consuming of alcoholic beverages during the rental shall comply with the laws of the State of Texas and the rules and regulations of the Texas Alcoholic Beverage Commission
- Events with alcohol present shall require two or more City of The Colony off-duty police officer(s) from the time alcohol is brought into the building until the rental has cleared the building. The number of additional officers if required will be at the sole discretion of The Colony Police Department
- Officer(s) will be at the sole cost of the renter.
- Permit must be posted in entry of building prior to bringing alcohol into the building.

### **Admission Fee and Other Charges**

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

### **Cancellation Fees:**

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

### **Fee Schedule**

#### **Large Activity Room with Kitchen**

- 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**

- 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**

- 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**

- 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

To check availability, call 972-624-2246.