

**FAIRVIEW COMMUNITY CENTER
RENTAL CONTRACT**

FAIRVIEW COMMUNITY CENTER’S RULES AND REGULATIONS

I. RESERVATION AND FEES

- A. A deposit (“Deposit”) of One Hundred Dollars (\$100.00) is required to reserve and hold a date to conduct activities in the Fairview Community Center (“Center”). Personal checks for the deposit will be deposited by the next business day.
- B. The Deposit is due at the time that User signs the Rental Contract.
- C. The Deposit may be refunded if the User notifies the Owner (FRC Representative) of the activity’s cancellation thirty (30) days prior to the scheduled date of the event. The Owner may consider deposit refund requests with less than 30 days notice if no other prospective users have been denied use of the Center for the same time period based on the User’s prior reservation. The Owner is under no obligation to honor a request for refund inside the 30-day period.
- D. The Deposit is not part of the assessed fee for use of the Center.
- E. The Deposit will be reimbursed if all “General Use Rules” are met.
- F. A refund of the Deposit (if appropriate) should be made to the User no earlier than seven (7) business days after the User’s scheduled event, in order to permit the Owner to assess the condition of the Center and its contents.
- G. **Rental fees must be paid by postal or bank money order, cash, or cashier’s check at least two (2) weeks prior to the scheduled event.**
- H. The rental rates are as follows:
 - 1. Auditorium and Restrooms Only
 - a. Individuals, Families, or Groups with No “For Profit” Event:
Daytime Use (all day) – Two Hundred Fifty Dollars (\$250.00)
Evening/Nighttime Use - \$250 for one (1) hour to four (4) hours, plus Twenty Dollars (\$20) for each additional hour, or part thereof, over 4 hours.
 - b. Banquets or any Other Event “For Profit” – Four Hundred Dollars (\$400.00) for Daytime or Evening/Nighttime events plus \$20 for each additional Evening/Nighttime hour or part thereof over 4 hours
 - c. Post Funeral/Repast Compassion Rate - \$125.00 for up to three hours.
 - 2. Kitchen - \$100.00
 - 3. Set-up (tables and chairs) - \$50.00 and up.
 - 4. Rental of Decorations (tablecloths, napkins, ornaments, etc.) - \$50.00 and up.
 - 5. Deposit - \$100.00
- I. One (1) free hour will be allowed for set-up and/or clean-up.
- J. The daily rental rates will apply regardless of the number of days the Center is rented.

FRC Representative

Date

Responsible User’s Signature

Date

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II. GENERAL USE RULES

- A. The Center is a non-smoking facility. All smoking must be done outside the Center. Cigarette and cigar butts must not be thrown on the Center grounds.
- B. The Center will close no later than 1:00 a.m. At that time, everyone should have exited the Center.
- C. The User assumes all responsibility for accidents and/or injuries sustained in the duration of the time the Center is rented.
- D. No firearms or illegal drugs are permitted on the premises.
- E. No nails, tacks, or sticky items are allowed on the walls.
- F. No pets are allowed in the Center, except Seeing Eye Dogs.
- G. No standing or sitting on tables.
- H. No standing on chairs.
- I. The User is responsible for damage to the Center building, contents, and its premises.
- J. All equipment brought in by the User should be removed at the close of the scheduled event.
- K. Any damage to the Center. Its contents, or its premises, should be immediately reported to the FRC Representative.
- L. Tables should be covered when food and drinks are used.
- M. Children should be monitored for running in and out of the Center to help limit costs.
- N. At the end of the scheduled event, cleaning will be as follows:
 - 1. The Center will be swept, including the foyer, restrooms, kitchen (if used), and auditorium.
 - 2. Floors will be mopped – same areas as in paragraph N.1 above.
 - 3. Front glass doors will be cleaned.
 - 4. All garbage and trash will be removed from the Center and hauled away.
 - 5. All kitchen appliances will be thoroughly cleaned (if kitchen used).
- O. If the Center is not cleaned and vacated by 1:00 a.m., the Deposit will be forfeited, unless arrangements have been made in advance with the FRC Representative.

FRC Representative

Date

Responsible User's Signature

Date

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III. SPECIAL RENTAL RULES WHEN ALCOHOL IS SERVED

- A. "General Use Rules" will apply.
- B. Any event where alcohol is served requires that two (2) security officers be on premises at all times. These security officers must be recognized by an accredited law enforcement agency or security company, and contracted and paid for by the User.
- C. Proof of the security officers' arrangements with the User must be provided to the FRC Representative two (2) weeks before the date of the scheduled event.
- D. There will be no serving of alcohol after 12:00 Midnight.
- E. There will be no violation of any local or state of Texas statutes regarding the service and consumption of alcoholic beverages (*e.g.*, alcohol may not be sold for consumption at the Center).
- F. The Center still closes at 1:00 a.m.