

MAURICEVILLE COMMUNITY CENTER
RENTAL AGREEMENT

P.O. BOX 683

MAURICEVILLE, TX 77626

409-782-3488

The Mauriceville Community Center is available from 8:00 a.m. to 12:00 a.m. on the day reserved. The event must conclude at 12:00 a.m.; under no circumstances can the event be extended. The Community Center and the surrounding grounds used must be clean and vacated by 12:30 a.m, unless specified in writing on the rental agreement.

The following policy for rental of the Mauriceville Community Center and the covered pavilion, as determined by the Board of Directors, is binding upon receipt of the signed rental agreement.

1. No smoking in the building. All smoking must be done away from the building and all paraphernalia must be disposed of properly (i.e. no cigarette butts on the grounds).
2. No glass bottles or bottle caps.
3. Decorations shall be free-standing. No taping, nailing, stapling, or tacking of décor to walls, ceilings, or fixtures. No glitter or party shapes.
4. Lessee agrees to release the Mauriceville Community Center and its volunteers from any/all liability due to loss, theft, personal injury, or property damages that may occur to any person or property during the period of occupancy/rental.
5. The Mauriceville Community Center reserves the right to cancel any scheduled use of the building or pavilion if operations should require it. In such a case, every reasonable effort will be made to provide the lessee with adequate advance notice.
6. The Mauriceville Community Center is rented for \$200.00 for 4 hours, \$450.00 for 8 hours, plus a \$125 cleaning fee. Your fee covers the building and pavilion, tables and chairs, and full kitchen. However, you must pick up after yourself, wipe down all used areas, and take out all trash. Anything exceeding your booked hours, or excessive mess, will be \$50.00 per hour.
7. Payment must be paid on the website when booking the event.
8. If for any reason, law enforcement is dispatched to the event and must return after the initial contact, lessee and the lessee's party will be asked to clean up and leave the grounds immediately.

Physical Address: 7441 Cohenour Rd. Orange, TX. 77632

USAGE AGREEMENT

EVENT DATE: _____

THE FOLLOWING GUIDELINES MUST BE OBSERVED BEFORE LEAVING THE PREMISES:

1. All policies stated above must be followed.
2. Sweep/mop (if necessary for bad spills) the kitchen, and wipe down all surfaces (cleaning supplies are in the hall closet).
3. Wipe down all tables and chairs, including chair bottom slats. NO white tables or chairs are to be taken outside of the community center for any reason.
4. Empty all trash containers in the building, bathrooms, and pavilion. Also, clean up all trash on the grounds. All trash must be placed in the dumpster onsite.
5. NO GLASS BOTTLES or CAPS IN BUILDING, ON PAVILLION, OR GROUNDS.
6. Remove all food and perishables from the refrigerator and freezer.
7. Turn air to 75 degrees on all 4 units (1 kitchen, 2 main hall, and 1 in annex).
8. Turn off all water in the kitchen and bathrooms.
9. Turn off and wipe off the oven and stovetop.
10. Return chairs and tables to their proper place on racks in the annex.
11. Remove all decorations and take them with you.
12. Turn off all lights inside the building and under the pavilion. Lock all doors and return the key.

The undersigned (Lessee) accepts and agrees to abide by all terms, policies, and guidelines as set forth herein.

Print Name: _____ Signature: _____
(Lessee) (Lessee)

Address: _____ City: _____

State: _____ Zipcode: _____ Phone: _____

Event Set up/Start Time: _____ Event End Time/Clean up Time: _____

Your rental begins and ends at the times stated above. Please make sure you give yourself plenty of time for set up and clean up.

Signed: _____

(Community Center Chairperson or Board Member)