



FLETCHER WARREN CIVIC CENTER

5501 Business Highway 69 S, Greenville, Texas 75402
P.O. BOX 1049- Greenville, Texas 75403-1049
Phone (903)457-3188 Fax (903)455-1479

RENTAL AGREEMENT APPLICATION

NAME: _____ GROUP/ORGANIZATION: _____
ADDRESS: _____ CITY & STATE: _____ ZIP: _____
HOME PHONE: _____ WORK PHONE: _____ FAX PHONE: _____
TYPE OF ORGANIZATION/RENTAL: _____

Please list the name, address and phone number of two responsible adults who will be present at the function:

RENTAL DATE: _____ DAY OF THE WEEK: _____
HOURS OF RENTAL: FROM: _____ TO: _____ TOTAL HOURS: _____ Holiday? []
TYPE OF FUNCTION: _____ PUBLIC EVENT? []
BALLROOM: [] MEETING ROOM A: [] MEETING ROOM B: [] MEETING ROOM C: [] MEETING ROOM D: [] FOOD SERVED? []
KITCHEN: [] STAGE: [] PODIUM: [] MICROPHONE: [] PIANO [] TV/VCR: [] OVERHEAD PROJECTOR: [] ALCOHOL: []

The undersigned applicant/user hereby applies for a reservation at the City of Greenville Fletcher Warren Civic Center for the above listed date(s) and time(s). By signing below, the applicant/user agrees that he/she is authorized to negotiate and sign the agreement on behalf of the individual, group, or organization renting the facility.

Applicant/user agrees to indemnify and hold harmless, the Fletcher Warren Civic Center and City of Greenville, its officer, employees and agents, from and against any and all claims, losses, damages, caused or actions, suits and liability of every kind, including expenses of litigations, court costs and attorney's fees, for injure to or death of any person, or for damages to any property, arising out of or in connection with Lease. Applicant/user states that he/she read the rules and regulations on the reverse side of the agreement and agrees to abide by them.

Signed this _____ day of _____,

CARLA TOMLINSON

Approved - CITY OF GREENVILLE

APPLICANT/USER

Table with financial details: DEPOSIT: \$ -; ALCOHOL DEPOSIT: \$ -; RENTAL FEE: \$ -; KITCHEN FEE: \$ -; BUILDING ATTENDANT FEE: \$ -; ALCOHOL FEES: \$ -; TOTAL AMOUNT DUE: \$ -; DEPOSIT PAID: \$ -; PAYMENT: \$ -; PAYMENT: \$ -; PAYMENT: \$ -; TOTAL PAID: \$ -; AMOUNT DUE BY: \$ -

*Please make checks payable to: City of Greenville

CITY OF GREENVILLE FLETCHER WARREN CIVIC CENTER

RULES AND REGULATIONS

- (a) There will be a building attendant fee per hour for all functions to be calculated into the rental agreement.
- (b) Smoking is prohibited in all areas of the building including restrooms, foyer, kitchen, ballroom and meeting rooms.
- (c) All food and beverages are to remain inside the buildings. The serving, consumption, possession, storage and/or sale of alcoholic beverages must be in compliance with all state and local laws, including the Texas Alcohol and Beverage Commission (T.A.B.C.). It is the applicant's responsibility to assure compliance within these regulations.
- (d) Excessively loud music is not permitted and volume must be reduced after 10:00 p.m. in accordance with Chapter 5 Section 5.1000(b) of the City of Greenville Code of Ordinances. The Noise Abatement Ordinance will be enforced by the Greenville Police Department.
- (e) Following the use of the premises, all furniture must be left clean. Any spills (liquid or solid) must be cleaned. All cabinet and table surfaces in the kitchen must be cleaned. The dishes and utensils must be cleaned, dried and put away. All trash should be taken outside of the building to the dumpster and the building must be vacated by 1:00 a.m. In the event that the persons and/or organization renting the building do not completely perform such functions, and hourly rate shall be forfeited from the deposit.
- (f) The use of nails, thumbtacks, staples, confetti or glue for decorations is not allowed. Masking tape and scotch tape are allowed. Any decorations which will be hung from the ceiling must be pre-approved by the City of Greenville.
- (g) The person signing the rental agreement shall be responsible for any damage to the building, furniture or fixtures to the surrounding area. In the event of damages, there will be reasonable charges for repair or replacement deducted from the deposit. Any balance will be billed to the responsible party.
- (h) The deposit schedule for the Civic Center can be found in Appendix A, Section 16.04.063.
- (i) Applicants must be twenty-one (21) years of age or older.
- (j) Reservations are on a first come, first serve basis. To reserve the facilities, the rental application must be accompanied by the appropriate deposit. The security deposit will be forfeited if the applicant cancels without a ten (10) day notice, does not show up, or does not comply with the facility use policies.
- (k) Rental fees are due no later than seventy-two (72) hours prior to the scheduled functions.
- (l) The City of Greenville reserves the right to refuse service or increase fees of deposit based on applicants past rental history.
- (m) All changes and additions must be made seventy-two (72) hours prior to the scheduled functions without exceptions.
- (n) Requested hours for use must include the time it will take to set up, hold the function and clean up. Applicants are solely liable for the building and its equipment at all times during the reserved time. All property missing during this time will be charged against the reserving party. Applicant must be present during the function.
- (o) Applicants renting the facility are limited to the hours specified on their application.
- (p) The City of Greenville provides only the equipment that is listed in the policy. Any other equipment or supplies must be furnished by the applicant. The City of Greenville will not be responsible for any equipment during reserved usage.
- (q) Applicants are not allowed to store equipment or supplies in the facility other than the hours that are specified on the application. A storage fee will be assessed if equipment remains in the building after the scheduled function. The city is not responsible for lost or stolen articles. Items left are kept for one (1) week only.
- (r) If the facility is clean and no damage done, the deposit will be refunded approximately ten (10) to fourteen (14) working days following the functions.
- (s) Youth functions, defined as persons eighteen (18) years of age or younger, must have at least one (1) adult chaperone for each ten (10) guests. Chaperones must be present through the duration of the function, set up and clean up time included.
- (t) Regularly scheduled or continuous events shall be permitted for a period not to exceed six weeks. A deposit shall be required for each separate rental date during such regularly scheduled or continuous event.
- (u) The center is a multi-use facility and the City of Greenville will make every effort to schedule activities that do not conflict. (Ordinance 94-149 adopted 8.23.94)
- (v) The restrictions set forth in subsections (h), (i), (q) and (t) shall not apply to civic organizations, and such organizations shall be permitted to rent the facility for regularly scheduled or continuous events for a fee of \$90.00. Regularly scheduled or continuous events shall be defined as use of the facility at a predetermined recurring time, on a predetermined recurring day of the week, for not less than thirty-six (36) weeks in a calendar year. Such organizations will be permitted to provide a storage locker for the storage of equipment or supplies. The kitchen fee, as provided in Section 38.00, Appendix A City of Greenville Code of Ordinances, shall be waived for civic organizations that rent the facility for regularly scheduled or continuous events. Any civic organization that intends to rent the Civic Center for a regularly scheduled or continuous event shall enter into an agreement with the City of Greenville concerning the terms and conditions of such rental. The ability of a civic organization to schedule use of the facilities is subject to rental of the facility by another organization for a one (1) day, eight (8) hour or longer period. Reservations of the facility of the longer period, made at least three (3) weeks in advance of the scheduled event, will preempt a civic organization's use of the facility for a regularly scheduled or continuous event. (Ordinance 96-060 adopted 4.23.96. Section 1, Ordinance 02-176 adopted 9.24.02 Section 1).
- (w) Applicant User shall comply with the laws, statutes, ordinances and regulations of the United States, the State of Texas, and Lessor. Applicant User shall obtain and pay for all required permits and licenses. Applicant User shall not permit or suffer the commission of a law, statute, ordinance or regulation.
- (x) That any and all such events taking place on the premises of the Fletcher Warren Civic Center in which the consumption or serving of alcohol is a part shall have a licensed peace officer on duty for corresponding hours of said event. Said peace officer shall be a current officer of the City of Greenville Police Department. The City of Greenville Police Department will schedule an officer to be in attendance for all hours of scheduled event. Greenville PD policy requires at least 2 officers.
- (y) Consumption of alcohol must cease at 12:15 a. m.
- (z) Occupancy rules will be strictly enforced; failure to adhere to maximum occupancy will result in immediate termination of