

CITY OF COMANCHE

RENTAL AGREEMENT

COMANCHE COMMUNITY CENTER

100 Indian Creek Drive - Comanche, Texas 76442

Name:		Date:	
Address:		City:	State: Zip:
Phone:	Fax:	Email:	

Date Needed:	Alternative Date:
Function:	# In Group
Hours Needed:	Setup and cleanup included in rental hours.

	DEPOSIT	RENTAL FEES
4 hours or less – Monday through Thursday	\$ 125.00	\$ 50.00
4 hours or less – Friday, Saturday, Sunday	\$ 125.00	\$ 75.00
Full Day -- Monday through Thursday	\$ 125.00	\$150.00
Full Day – Friday, Saturday, Sunday	\$ 125.00	\$ 200.00

I agree to the Terms and Conditions as listed in this Agreement.

Name & Signature _____

Date _____

TERMS AND CONDITIONS

1. Any non-profit charitable organizations must provide a copy of their 501(c) Exemption Letter from the Internal Revenue Service.
2. Eligible non-profit organizations' pay ½ of full price deposit and ½ of rental rates.
3. Local, county, state, and federal governmental entities must receive prior approval from the Comanche City Council if deposits and fees to be waived.
4. A completed Rental Agreement must be completed for all rentals.
5. A copy of the applicant's drivers' license must accompany the Rental Agreement.
6. If the original rental date is changed for a third time, an additional \$25.00 non-refundable deposit will be required.
7. The Friends of Historic Comanche Board of Directors are exempt from all deposits and rental fees.
8. No alcohol or smoking is permitted on the premises. Any violation will result in the immediate forfeiture of the deposit paid, and the individual/group will be banned from future rental of the facility.
9. All garbage and trash MUST be removed and placed in the appropriate trash receptacle outside of the building. Any violation will result in the immediate forfeiture of the deposit paid, and the individual/group will be banned from future rental of the facility.
10. Any theft or damage to the property or contents will result in the immediate forfeiture of the deposit paid, and the individual/group will be banned from future rental of the facility.
11. The City of Comanche and/or the Comanche Chamber of Commerce are not liable for any accidents on the premises.
10. Deposits are non-refundable after one year from the date of the event.
11. Times of use are from 6:00 a.m. to midnight.
12. Heating/Cooling units are NOT to be left on overnight.

Date Deposit Paid:	Payment Method:
Date Rental Fees Paid:	Payment Method:
Received by:	Date Deposit Refunded:

COMANCHE COMMUNITY CENTER

Located at 100 Indian Creek Drive
Comanche, Texas 76442

Deposit Checklist

- _____ Air conditioning and heating units are to be turned off.
- _____ Floors swept and mopped including the kitchens and bathroom. Garage only swept if there are spills. Cleaning equipment is kept in the closet to the right as you walk in the front door; chemicals are under the kitchen sink.
- _____ Tables and chairs are stacked correctly and where they were found. Stack tables according to size. Chairs must face West wall to prevent them from falling over.
- _____ Premises including the front parking area is free of trash. Trash is to be bagged and placed in the dumpster on the south side of the building. Trash liners are in closet to the right as you walk in the front door.
- _____ Kitchen is clean including appliances, stove, sinks and floors. Appliances are unplugged if not in use. Cleaning supplies are under the kitchen sink. Trash liners are under kitchen counter.
- _____ Bathrooms are cleaned, toilets flushed, and trash cans emptied.
- _____ All lights should be turned off.
- _____ Key is to be returned during business hours with this form to City Hall located at 101 E Grand OR keys and form may be left in water drop box after hours located at City Hall in the far-left drive thru right past the window.

Signature: _____ Date: _____

WE APPRECIATE YOUR BUSINESS.

NOTE: Deposits will be returned via mail to the name and address on the rental agreement if checklist has been completed.

**101 East Grand Avenue
Comanche, Texas 76442**

**Mary Boyd – Mayor
cityofcomanche@verizon.net**

**Phone 325-356-2616
Fax 325-356-2137**