

# CITY OF COMANCHE

101 East Grand Avenue, Comanche, Texas 76442 • 325-356-2616 • Fax 325-356-2137 • cityofcomanchetexas.net

## Rental Agreement for Comanche Community Center

100 Indian Creek Drive - Comanche, Texas 76442

**Must be 18 years or older to rent. Valid government identification or driver's license required.**

**Please print clearly, thank you!**

Organization's Name: \_\_\_\_\_

and/or Individual's Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M/I) \_\_\_\_\_

Driver License number: \_\_\_\_\_ DL Issued by: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Alternative Date: \_\_\_\_\_

Hours Needed: \_\_\_\_\_

Setup and cleanup are included in the rental hours.

Function: \_\_\_\_\_

Number in Group/Attendance: \_\_\_\_\_

### **Deposit & Rental Fees for Comanche Community Center**

4 hours or less – Monday thru Thursday:	Deposit: \$125.00	Rental Fee: \$50.00
4 hours or less – Friday, Saturday, Sunday	Deposit: \$125.00	Rental Fee: \$75.00
Full Day – Monday through Thursday	Deposit: \$125.00	Rental Fee: \$150.00
Full Day – Friday, Saturday, Sunday	Deposit: \$125.00	Rental fee: \$200.00

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

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Terms & Conditions for Rental Agreement for Comanche Community Center

- Any non-profit charitable organization must provide a copy of their 501(c) Exemption Letter from the Internal Revenue Service.
- Eligible non-profit organization will pay ½ of full price deposit and ½ of rental rates.
- Local, county, state, and federal governmental entities must receive prior approval from the Comanche City Council if deposits and fees are to be waived.
- A complete Rental Agreement must be completed for all rentals.
- A copy of the applicant’s driver license must accompany the Rental Agreement.
- If the original rental date is changed for a third time, an additional \$25.00 non-refundable deposit will be required.
- If cancellations are received by the City at any time prior to the date of the event, a full refund shall be made.
- The Friends of Historic Comanche Board of Directors are exempt from all deposits and rental fees.
- 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.
- No bounce houses and no water slides permitted on the premises. Any violation will result in the immediate forfeiture of the deposit paid, and the individual/group may be banned from future rental of the facility.
- 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.
- 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.
- The City of Comanche and/or the Comanche Chamber of Commerce are not liable for any accidents on the premises.
- Deposits are non-refundable after one year from the date of the event.
- Times of use are from 6:00 a.m. to midnight.
- Heating/Cooling units are NOT to be left on overnight.

<b>For Office Use Only</b>	
Date Deposit Paid: ____/____/____ Received by:	Payment Amount & Method: \$_____ Cash    Check #_____ Credit Card
Date Rental Fees Paid: ____/____/____ Received by:	Payment Amount & Method: \$_____ Cash    Check #_____ Credit Card
Date Deposit Refunded: ____/____/____ Amount Refunded:	Any Additional information:
Entered - Google Calendar: Date ____/____/____ Entered by:	Any additional information:

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## Comanche Community Center Deposit Checklist

100 Indian Creek Drive - Comanche, Texas 76442

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M/I) \_\_\_\_\_

- 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 any 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 the West wall to prevent them from falling over.
- Premises including the front parking area are 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.
- The 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 the 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

The City of Comanche appreciates your business!

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