

CITY OF COMANCHE

101 E. Grand
Comanche, Texas 76442

Mary A. Boyd – Mayor
cityhall@ci.comanche.tx.us

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

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!

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

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. If cancellations are received by the City at any time prior to the date of the event, a full refund shall be made.
8. The Friends of Historic Comanche Board of Directors are exempt from all deposits and rental fees.
9. 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.
10. 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.
11. 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.
12. 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.
13. The City of Comanche and/or the Comanche Chamber of Commerce are not liable for any accidents on the premises.
14. Deposits are non-refundable after one year from the date of the event.
15. Times of use are from 6:00 a.m. to midnight.
16. Heating/Cooling units are NOT to be left on overnight.

| For Office Use Only | |
|---|---|
| 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 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: _____/_____/_____

City of Comanche appreciates your business!

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