

Multi-Purpose Facility Reservation Agreement

Applicant Information

(Applicant must supply a copy of picture identification)

Applicant Name: _____

Name of Organization Reserving Facility: _____

Address: _____ City/State: _____ Zip: _____

Phone: _____ Alternate Phone: _____ Email: _____

Purpose of Meeting/Event: _____ Expected Attendance: _____

Facility Information

(Minimum Two (2) Hour Reservation)

Reservation Date: _____ Beginning Time: _____ Ending Time: _____

(2 hour minimum – must include set up and clean up time)

Number of Chairs Needed: _____ Number of Tables Needed: _____ Use of Coffee Pot: Yes No

If Yes, must bring coffee all supplies

Description	Resident Non Profit 501(c)(3)	<input type="checkbox"/>	Non Resident	<input type="checkbox"/>	Room Choice
	Per Hour		Per Hour		Please circle
1 Room	\$25.00	<input type="checkbox"/>	\$35.00	<input type="checkbox"/>	1 or 2
2 Rooms	\$40.00	<input type="checkbox"/>	\$50.00	<input type="checkbox"/>	1 & 2 or 2 & 3
3 Rooms	\$55.00	<input type="checkbox"/>	\$65.00	<input type="checkbox"/>	n/a
2 Rooms w/Kitchen	\$60.00	<input type="checkbox"/>	\$70.00	<input type="checkbox"/>	n/a
3 Rooms w/ Kitchen	\$75.00	<input type="checkbox"/>	\$85.00	<input type="checkbox"/>	n/a

NOTE: Reservation Fees do not include Deposit(s), Attendant fees, or Security fees.

Deposit Required

\$100.00 for room(s) usage only

\$200.00 for rooms with use of kitchen

I, the undersigned, certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and are made by me in good faith. I further agree to abide by the rules and regulations as stated herein (Page 3-4). I understand that any misstatement or omission of material facts in this application may be cause for rejection of this application. I understand that the required deposit will be refunded to the applicant listed above, less any charges for damages, cleaning, or additional rental time.

Applicant's Signature: _____

Date: _____

Office Use Only

Rental Amount: \$ _____ Deposit Amount: \$ _____ Total Amount Due: \$ _____

Cash Check # _____ Credit Card Money Order # _____ Receipt # _____

City Manager Approvals:

City Manager Approved Items:

- Band–Name: _____ Private Security–Name: _____
- DJ – Name: _____ Facility to be used for profit making purposes
- Other _____

Additional Notes: _____

Staff Notes:

- Copy of Picture Identification has been obtained: Yes No
- Copy of 501(c)(3) has been obtained: Yes No
- Room(s) to be used 1 2 3 Kitchen
- Use of coffee pot (must bring all supplies) Yes No
- Staff Setup Required (During Business Hours Only): Yes No
- If Yes - Table Chart Provided: Yes No Pending - Must be provided by _____
- After Hour/Holiday Rental Yes No
- If Yes - Security Required: Yes No Private Officer _____
- If Yes - Attendant Required: Yes No Attendant _____

Additional Notes: _____

Application Processed by: _____ **Date:** _____

Refund of Deposit:

- Deposit(s) to be refunded: Yes Amt: \$ _____ Date Mailed: _____ Check #: _____
- Partial Amt: \$ _____ Date Mailed: _____ Check #: _____
- No

Additional Notes: _____

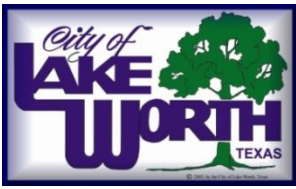
Staff Signature: _____ **Date:** _____

Reservation Cancellation:

Date Notified: _____ Amt to be refunded: \$ _____ Date Mailed: _____ Check #: _____

Additional Notes: _____

Staff Signature: _____ **Date:** _____



Multi-Purpose Facility Rental Rules and Regulations Agreement

7005 Charbonneau, Lake Worth, Texas 76135

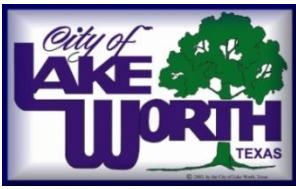
Rental Info 817-237-1211 Police Non-Emergency 817-237-1224 x300

The Lake Worth Multi-Purpose Facility is available for rental by the public or private organizations when regular scheduled activities are not in session. Multi-Purpose Facility hours are Monday through Sunday 7:00 a.m. to midnight. The room(s) will be scheduled on a first come/first serve basis for single reservations. No more than two (2) reservations, by the same applicant, will be allowed to be on the rental calendar at any given time. All reservations must be made in person at Lake Worth City Hall and all rental fees must be paid in full at the time of reservation. Reservations will be accepted from adults only (18 years of age or older).

A refundable deposit of \$100.00 will be required on all reservations. An additional refundable deposit of \$100.00 will be required to reserve the usage of the kitchen.

1. Applicant has determined suitability of facility before making reservation. (Initial)
Room Capacity: Room 1 – 60 people Room 2 – 60 people Room 3 – 47 people
2. Only decorations that will not damage the facility or equipment will be allowed.
3. Alcoholic beverage/products, tobacco products, and gambling in the facility are **PROHIBITED**.
4. Applicant will abide by the following conditions:
 - a. At no time shall the reserving party sublease or assign its reservation to another person, group, or organization.
 - b. At no time shall animals, other than service animals, be allowed in the building.
 - c. Applicant shall enter facility only during designated reservation time frame. Early entry will not be permitted.
 - d. Applicant shall not use the facility for any purpose other than what is stated in the reservation contract.
 - e. Hallway, entrances, exits, and sidewalks shall not be obstructed or used for any purpose other than entering or exiting the building.
 - f. All decoration materials, equipment, and other items used to decorate the building must be flame resistant and comply with the City of Lake Worth Fire Codes.
 - g. Glitter, confetti, and/or bubbles are **not permitted** in the building.
 - h. Neither rice nor birdseed may be thrown either inside or outside the building.
 - i. Candles may be used for decoration purposes only. **CANDLES MAY NOT BE LIT**.
 - j. Decorations or other materials may not be nailed, tacked, screwed or pinned to any part of the building, nor may any items be physically attached in any other way without prior permission. (Initial)
 - k. At the conclusion of any activity, the Applicant is responsible for removing all decorations, including tape, equipment, and other items which were brought into the building for the activity.
 - l. Applicant shall not play music or allow music to be played in or at the facility after midnight. **NO AMPLIFIED MUSIC IS PERMITTED** unless written approval is provided by the City Manager prior to the rental of the facility. This includes but is not limited to live bands, disc jockeys, stereos, etc. (Initial)
 - m. Applicant shall ensure facility is vacated at the end of the designated reservation time period. Applicant shall ensure that he/she allows ample time to clean the facility so that the facility is vacated by the end of the reserved time frame.
 - n. Applicant has been provided a copy of the Clean Up Check List (Page 7). (Initial)
5. Applicant will be responsible for set-up and clean-up of the facility and this time is included in the overall reservation time reserved on the written contract on file.
 - a. City staff will set-up tables and chairs during regular business hour rentals if a table/chair chart is provided at least three (3) days prior to event. Applicants renting during business hours may leave the tables and chairs as set-up at the end of the rental.
6. Applicant will be required to complete clean-up and leave the building by the designated time stated on the rental application. Applicant will be charged, in half hour increments based on the Applicant's rental cost per hour, for any period of time after the rental period, stated in the contract, in which the Applicant has not vacated the facility. Applicant's deposit will be reduced by this amount prior to refund. (Initial)

7. Applicant shall provide a MINIMUM of two (2) adult chaperones for functions involving any persons under 21 years of age for functions with 50 or fewer people in attendance and one (1) additional chaperone for each additional 25 people. Chaperones must be present at the facility before it is opened for the scheduled reservation and must remain throughout the entire function.
8. Applicant will be required to pay an off-duty officer for security for any rental after business hours or on City holidays of 100 people or more. One (1) officer per 100 people will be required. The hourly cost for security (provided by the Lake Worth Police Department) is \$35.00 per hour per officer. City Hall will coordinate the scheduling of security. The off-duty officer(s) must be paid at the time of their arrival. This requirement is for the safety and security of your attendees. Private security may be obtained by the applicant with written approval by the City Manager prior to the rental of the facility. (Initial)
9. Applicant will be required to pay for an Attendant for any rental after business hours or on City recognized holidays. The hourly cost for the Attendant is \$15.00 per hour for after hour rentals and \$25.00 per hour for rentals on all holidays recognized by the City. The Attendant must be paid at the time of their arrival. (Initial)
10. Applicant must comply with all City of Lake Worth Ordinances and with State and Federal Laws.
11. Reservations must be cancelled in writing (in person, by mail, or fax). Cancellations **WILL NOT** be accepted by phone.
12. The **cancellation policy** is as follows: (Initial)
 - Monday through Thursday rentals:
 - 10 days or more notice prior to the rental date – Full Refund of Fees minus a \$25.00 Administration Fee
 - 6-9 days notice prior to the rental date – 50% refund of fees
 - 5 days or less notice prior to the rental date – No refund of fees
 - Friday through Sunday rentals and Holiday Rentals:
 - 90 days or more notice prior to the rental date – Full Refund of Fees minus a \$25.00 Administration Fee
 - 31-89 days notice prior to the rental date – 50% refund of fees
 - 30 days or less notice prior to the rental date – No refund of fees
13. **Applicant agrees to indemnify and hold harmless the City of Lake Worth, its agents and employees from and against any claims for damages to persons or property arising out of any use of the facility and its premises by user. The Applicant does hereby assume all liability and responsibility for bodily injuries, claims, or suits for damages to persons or property for whatsoever kind of character, whether real or asserted, occurring in connection with the use of the facility or its premises by applicant, his or its agents, employees, or servants.** (Initial)
14. Applicant agrees to assume all responsibility for any damages to premises, even above the deposit amount. Once a reservation has ended, a facility inspection will be performed by staff or designee. The rental deposit will be refunded if no building damage is detected and if the facility was properly cleaned.
 - a. Deposit refunds will be processed and returned within three weeks of the rental.
 - b. Cost of Damage/Cleaning
 - i. Damages will be charged at actual cost of repair
 - ii. Cleaning will be charged at \$20.00 per hour, minimum one hour
 - c. All costs of damage or cleaning will be reduced from the Applicant's deposit prior to refund.
 - d. Any costs above the deposit amount will be billed to the Applicant. (Initial)
15. No oral agreements for use of City facilities shall be valid. All reservations must be confirmed with written contract signed and approved by staff and the Applicant with fees and deposits paid in full.
16. All reservations require a two (2) hour minimum rental.



Multi-Purpose Facility City Manager Request From

Name: _____

Organization (if applicable): _____

Tentative Rental Date: _____

I wish to request written approval to for the following item(s) for my rental of the Multi-Purpose Facility.

I would like to (mark all applicable):

Request use of a disc jockey (DJ)
Name of DJ _____
Hours will be playing _____

Request use of a band
Name of Band _____
Hours will be playing _____

Request to provide private security
Name of Security _____

Request facility to be used for profit making purposes
Description _____

Other: _____

Applicant Signature: _____

Date: _____

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DJ Approved:  Yes  No Comments: \_\_\_\_\_

Band Approved:  Yes  No Comments: \_\_\_\_\_

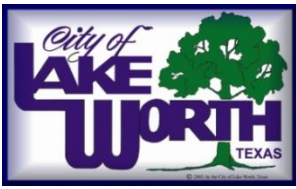
Profit Making Approved:  Yes  No Comments: \_\_\_\_\_

Private Security Approved:  Yes  No Comments: \_\_\_\_\_

Other Approved:  Yes  No Comments: \_\_\_\_\_

City Manager Signature: \_\_\_\_\_

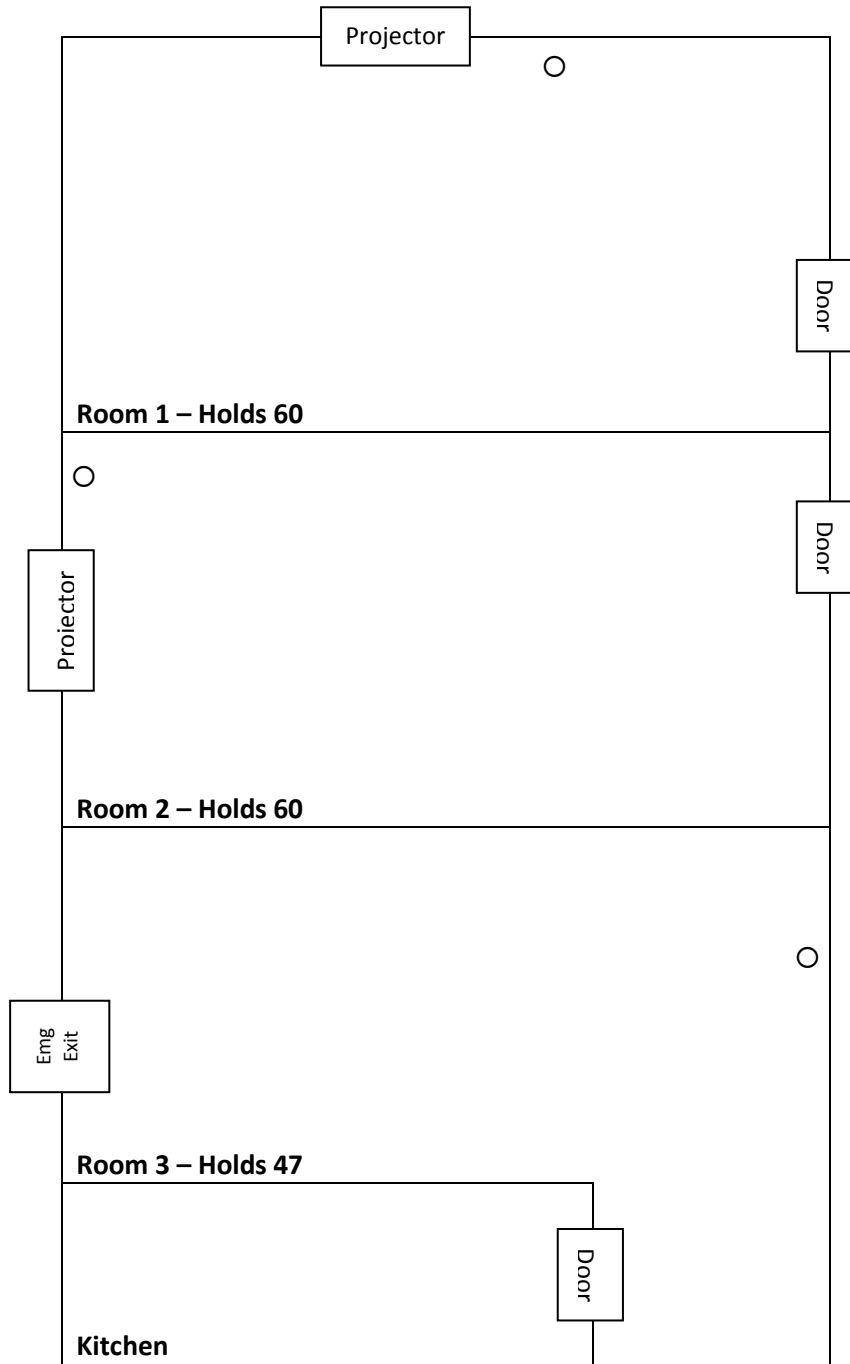
Date: \_\_\_\_\_



# Multi-Purpose Facility Table and/or Chair Chart

TABLE/CHAIR CHART MUST BE SUBMITTED NO LATER THAN 3 DAYS PRIOR TO THE RENTAL

**\*Applies only to rentals during City Business Hours\***



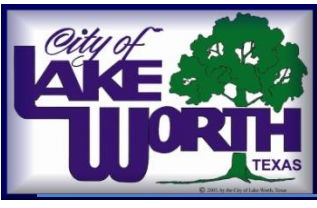
○ - Audio/Video Jacks

Available Tables – 27 (30"X72")

Available Chairs – 100

Please place a  where you would like a table

Please place an **X** where you would like a chair



# Multi-Purpose Facility Clean Up Check List

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## **General Area**

All decorations removed (including all materials used to decorate)

Vacuum/sweep all room(s) used

Wipe down all tables used

Empty all trash containers in rooms used and take trash to dumpster (located in the rear of the parking lot)

All debris (Including cigarette butts picked up from sidewalk area(s) and parking lot)

Please pick up all general debris.

## **Restrooms (After Hour Rentals)**

Please ensure that restrooms are in a presentable state after your event

## **Kitchen (If Applicable)**

Stove/Oven cleaned and turned off

Microwave cleaned (inside and out)

Refrigerator cleaned and exterior wiped down

Coffee pot cleaned and turned off

Counter tops and all other surfaces cleaned

Sink cleaned

All lights turned off

**Basic cleaning supplies will be provided**