



Community Center Renter Requirements

1. A rental agreement must be signed by the renter(s) prior to the event which acknowledges receipt of the Hawkins Community Center Requirements and Rules. The renter(s) signing the agreement must provide a valid state-issued driver's license or photo identification card (which will be copied) and will be responsible for any damages to the community center, equipment, or surrounding grounds.
2. You must be 21 years of age or older to rent the Hawkins Community Center.
3. The keys to the community center will not be issued without a signed rental agreement, proof of a valid state issued driver's license or identification card, and payment of the \$100 security deposit and the rental fee.

Community Center Rules

Renter(s) and their guest or anyone they permit on the premises of the community center during their rental must abide by these rules:

1. The following Fire Prevention procedure shall be observed at all times:
 - a. The use of pyrotechnics, smoke generating devices, and fog machines are prohibited.
 - b. At no time shall fire protection devices be rendered unusable, including the blocking of fire extinguishers, the covering of or removal of batteries from smoke detectors.
 - c. Marked exits shall not be blocked.
 - d. No propane tanks are allowed.
 - e. No smoking is allowed inside or within 15 feet of any entrance.
2. Music is ONLY allowed inside the community center and ONLY until 10:00pm.
3. Animals are strictly prohibited except for service animals.
4. Alcoholic beverages are strictly prohibited.
5. Unauthorized intoxicants, drugs, controlled substances and firearms are strictly prohibited.
6. All supplies, tables, chairs, and all other equipment in the Community Center are property of the City of Hawkins and shall not be removed at any time.
7. Blue painters tape made for painted surfaces is allowed. **No nails, tacks, holes, duct tape or any other attachments to the walls, ceiling, or other surfaces in the building. No wax, sand, or salt on floor for dancing. No glitter or small confetti may be used in decorations or activities at the Community Center.**
8. Renter(s) are responsible for all set-up and take-down of tables and chairs.
9. Renter(s) are responsible for leaving the Community Center and surrounding grounds in a clean and sanitary condition as outlined in the Application for Rental Agreement.
10. The City of Hawkins is not responsible for lost, damaged or stolen personal items during your rental period.

Renter(s) are responsible to contact the City Hall at 903-769-2224 (Option 2) during business hours if they have additional questions.



Community Center Application for Rental Agreement

Applicant Name: _____

Phone: _____

Address: _____

Date of Event: _____

Rental Time: _____

Total Amount Charged: _____

I am making an application to rent the Hawkins Community Center and have read and agree to the Community Center Rules and the following:

CAPACITY: The Community Center has a capacity of 108 people.

DECORATING: Blue painters tape made for painted surfaces is allowed. **No nails, tacks, holes, duct tape or any other attachments to the walls, ceiling, or other surfaces in the building. No wax, sand, or salt on floor for dancing. No glitter or small confetti may be used in decorations or activities at the Community Center.**

MUSIC: Music is permitted inside the building only and can only be played until 10pm.

Renter(s) should be sure to inform the band, DJ, etc. of this rule prior to event.

SECURITY DEPOSIT: All Renter(s) are required to pay a \$100 Security Deposit, which is eligible for refund if the following criteria are met:

- There are no damages to the community center, equipment, or the surrounding grounds
- Clean-up of the community center and the surrounding grounds is satisfactory
- The key to the community center is picked up during normal business hours and returned within 48 hours after the rental period ends.

After the event, the City will inspect the community center and determine if there are any damages and/or if the clean-up is satisfactory. If repairs must be made, or additional clean-up is needed, these cost(s) will be deducted from the security deposit. In the event that the cost for repair or additional clean-up exceed the security deposit, the renter will be responsible and billed accordingly.

The City will notify the renter if all or part of the security deposit will be refunded or if they will be billed any additional fees.



RENTAL FEES:

FULL DAY: 8:00 a.m. – 10:00 p.m.

Fees:

Administrative Charge: **\$30.00**
(1-time per event)
Replacement/Upkeep: **\$75.00**
Trash Disposal: **\$20.00**
Insurance: **\$50.00**

Total= \$ 175.00

HALF DAY: Not to exceed 7 Hours

Fees:

Administrative Charge: **\$30.00**
(1-time per event)
Replacement/Upkeep: **\$50.00**
Trash Disposal: **\$20.00**
Insurance: **\$50.00**

Total= \$ 150.00

HOURLY RATE: Not to exceed 4 Hours

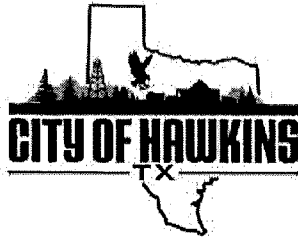
Fees:

Administrative Charge: **\$30.00**
(1-time per event)
Replacement/Upkeep: **\$25.00**
Trash Disposal: **\$20.00**
Insurance: **\$50.00**

Total= \$ 125.00

The earliest opening time is 8 a.m. and the latest close time is 10 p.m.

CANCELLATIONS: Cancellations of the event and /or a request for a refund must be submitted in writing to the City Secretary.



RENTAL RESPONSIBILITIES:

- The renter or their designee must be present at all times for the duration of the rental period.
 - After the event:
 - All personal property must be removed.
 - The Community Center and the grounds around the center must be completely cleaned, including but not limited to:
 - ALL tables, chairs, counter-tops, sink sanitized with a disinfecting cleaner.
 - Bathrooms: toilets are unclogged; floors, mirrors, sink and toilets are sanitized
 - Floors: all floors (including the bathrooms) are swept and mopped
 - Walls: all decorations are removed
 - Trash: all trash is picked up, trash cans are empty, trash is properly disposed of
 - Locks: all doors are locked and the keys are returned to City Hall
 - Damages: the renter must notify the City of any damages incurred to the community center, equipment or grounds around the community center within 48 hours.
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- I understand that my application to rent the Hawkins Community Center does not in any way imply that the City of Hawkins endorses, encourages or approves my purpose for renting the facility.
 - I understand that The City of Hawkins is not responsible for lost, damaged or stolen personal items during my rental period.
 - I understand and agree that I am fully responsible for any damages incurred to the community center, equipment or grounds around the Community Center during my rental period. I understand and agree that the return of the Security Deposit is based on the condition I leave the Community Center in. If there are any damages and/or clean-up is not satisfactory, these cost(s) will be deducted from the deposit and additional charges for damages may apply.
 - I agree that neither I, nor any others I permit to be on the premises during my rental period, will do anything on the premises that violates any municipal ordinances or state law.
 - I agree that I, and any others I permit to be on the premises during my rental period, will abide by all rules as listed in the Hawkins Community Center Requirements and Rules and the Hawkins Community Center Applications for Rental Agreement.

Renter's Signature

Date

City of Hawkins

Date