

# SCHWERTNER COMMUNITY CENTER

P.O. BOX 22, 14776 FM 1105

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## RENTAL CONTRACT FOR THE SCHWERTNER COMMUNITY CENTER

Welcome to the Schwertner Community Center. We are very proud of our facilities and enjoy sharing them with you. The following rules and regulations have been selected by the members of the Schwertner Community Club in order to keep the building and the grounds neat and clean.

### RULES

1. No smoking inside the building.
2. The heating and air conditioners are preset and are not to be changed.
3. No birdseed, rice, confetti, glitter, rose petals, or bubbles inside or outside the building.
4. No tacks, nails, or tape on the walls or ceiling.
5. Access to the building for decorating is limited to three hours. If extra time is needed, there is a charge of \$25 per hour.
6. All exit doors and restrooms must be kept clear of chairs and decorations.
7. All areas must be left in the condition they were found.
8. Renters are responsible for damage or breakage with a minimum fee of \$50 to be charged if need be.
9. For parties of 125 to 150 or more security **must** be retained by the renter at the renters own cost. The renter must show proof of security by showing a receipt of payment for security for the rental to continue.

**The building and facilities must be vacated before 1 a.m. If for some reason you cannot vacate the premises by 12 midnight, a fee of \$25 for every 15 minutes will be charged.**

The Schwertner Community Club, its elected board, members, and the Williamson County Parks and Recreation are not responsible for accidents. You are using this facility at your own risk.

I, \_\_\_\_\_, the renting party of this contract, understand and will abide by the rules set forth in this contract.

\_\_\_\_\_  
Renting Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Schwertner Community Club Rep.

# SCHWERTNER COMMUNITY CENTER

## Rental Information & Renter's Contact Information

- Small Meeting Room & Kitchen Rental Fees: \$200.00 (1/2 Day = 5 hrs); \$300.00 (Full Day = 12 hrs)
- Complete Facility Rental Fees: \$550.00
- It will be the renter's responsibility to bag trash and leave outside, and leave the hall in the original condition. (Pick up any trash, decorations, and any other items brought in)

**Renting Party Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Rental Type:** \_\_\_\_\_ **Rental Date:** \_\_\_\_\_

**Rental Time:** \_\_\_\_\_ to \_\_\_\_\_ **Decorating Date & Time:** \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_\_\_

**Rental Fee (Circle One):** \$200 (1/2 Day) / \$300 (Full Day) / \$500 (Complete Facility)

**Security Deposit:** \_\_\_\_\_ (*Half of rental rate*)

**Balance Due:** \_\_\_\_\_ **Due Date:** \_\_\_\_\_

A security deposit of half the rental rate is required if the actual day of use is more than 30 days from the date of this contract. Rental within 30 days of use requires payment in full. If you must cancel the rental, your security deposit will be refunded if you notify us 30 days prior to the rental use date. If you have paid in full the rental fee and must cancel, the entire fee will be refunded if you notify us at least 30 days in advance of the rental date of use.

**I understand the rules and regulations set forth in this contract and agree to the fees outlined in this contract.**

\_\_\_\_\_  
**Renter's Signature**                      **Date**

\_\_\_\_\_  
**Schwertner Community Club Rep.**

\_\_\_\_\_  
**Renter's Contact Phone #**

**Please include email address if available.**