Port Isabel Housing Authority
106 Port Road
Port Isabel, TX 78578

956-943-2863

Housing Authority of the City of Port Isabel

Community Center Rental Application

Date of Application

Name (Last, first, middle initial) | Driver's License or ID #

P.O. BOX / Street address, City | ST, ZIP Code

Primary phone number | Other phone number | Email address

Type of Event

- ☐ Baby Shower
- ☐ Bridal Shower
- ☐ Children's Birthday Party
- ☐ Wedding
- ☐ Professional / Business Meetings
- ☐ Other _____

Date of the Event: **Expected Number of Persons Attending the Event (Limit 100):**

Deposit (Circle One) $150, $125, $75 | Date Paid | Receipt #

Rental (Circle One) $175, $85, $50 | Date Paid | Receipt #

I have been issued a copy of the PIHA Resolution 16-02 "Use and Rental Regulations" and I agree to abide by these Regulations. I understand that I am responsible and liable for any damage caused by my guests or me to the Community Center occurring as a result of this rental and that the deposit I have paid does not limit my liability for replacement or repair costs. I agree that I will be held liable and that the cleaning costs will be deducted from my deposit, if I do not leave the Center clean & organized, as it was when I rented it.

[Note: The rental fee is due and payable seven calendar days prior to the date of event. If this deadline is not completed with, the PIHA has the option to cancel the event, keep the deposit, and rent the facility to someone else.]

Reminder: Key to the PIHA Community Center can be picked up at the Main Office 106 Port Road at 9:00 a.m. the Friday before the event, only if the event falls on the weekend, being that the office closes on the weekends. Key must be returned the following Monday after the event. If the event is on a weekday Key can be picked up a day prior and Key Must be returned the following day. If returned late there will be a $35 fee. Fee also applies if the Renter loses the Key.

NOTE: SECURITY DEOPSIT WILL BE CASHED. WE WILL NO LONGER HOLD DEPOSIT IN OFFICE

I acknowledge that I have read the above information

Renter's Signature **Date**

For Administrative Use Only:

The Rental Fees of $ **is due by**

Date received

PIHA Representative Signature **Date**