

CITY OF BROOKSIDE VILLAGE
6243 Brookside Road
Brookside Village, Texas 77581
281/485-3048 (phone) **281/485-9551 (fax)**

Community Building Request Form

Today's Date: _____

Name: _____

Phone: _____

Address: _____

Date Requested: _____

Time: _____

I hereby declare that the above person or organization will comply with the following rules regarding the use of the Brookside Community Building.

1. \$300.00 deposit is required and will be retained for five (5) business days after the date of the event. Cash, check or money order accepted.
2. Rent is \$75.00 per hour with a 4 hour minimum. Building should be vacated by 10:00 pm.
3. Rental of Community Building will be restricted to Brookside Village Residents only. Proof of Residency will be required.
4. Rental starts immediately upon entry to city premises and continues until all activities and debris/trash have been removed from city premises.
5. No tape, tacks or any type of adhesive is allowed on the walls. Balloons are also prohibited.
6. Renter is responsible for providing their own trash bags, paper towels and toilet paper.
7. Renter is responsible for turning off A/C and/or heater.
8. The Community Building cannot be used as a storage space. Any items left after the designated hours of use will be discarded within 48 hours.
9. There will be no alcoholic beverages stored or consumed in the building or on the grounds thereof.
10. There are to be no major cooking events held in this building. This includes barbeque, fish fries, etc.
11. No amplified music allowed.
12. Smoking is strictly prohibited within the building.
13. The renter is responsible for making sure the building is locked. Renter will return key to the city secretary the next business day. If the key is not returned by the next business day after the event, \$300.00 deposit will be forfeited.
14. There will be a \$60.00 charge for lost keys. The key may not be duplicated for any reason. If any key is duplicated, the individual or organization using the facility will be denied any future use.
15. City maintenance employee will count and inspect all tables, chairs and stainless steel tables prior to rental.

16. City maintenance employee will take care of removing carts with tables and chairs as well as stainless steel tables from storage room. Storage room will remain locked at all times.
17. On next business day after event, city maintenance employee will count and inspect tables, chairs and stainless steel tables and will be responsible for returning them back in storage room.
18. Cleanup of the building must meet the highest possible standard. If, on inspection by the city's representative; it is determined that clean-up does not meet our expectations, a \$150.00 clean-up fee will be taken from the deposit.
19. All trash and garbage must be placed in plastic bags and removed completely from the building.
20. Any damage and/or repair to the building or fixtures will be the sole responsibility of the person or organization renting the building. The City of Brookside Village by and through its Police Authority shall have at all times the right to file criminal action against users of the building for any damage and/or any other unlawful act against the building and its property and the premises.
21. Replacement of broken items and/or repair to building will be made by city representative at the renter's cost.
22. Exemption from fees: Brookside Village Mayor, Council, City Staff, IBVC, Brookside Senior's Club and Fire Department. Any other requests are to be approved by Brookside City Council.
23. \$50.00 fee on returned checks.

Number of Tables to be used: _____

Number of Chairs to be used: _____

 Organization or Person Responsible

_____ Date

Date deposit received: _____
 _____ Cash _____ Check (# _____)

Date rental fee received: _____
 _____ Cash _____ Check (# _____)

 City Representative