

# Conroe Bay Community Center

12948 Point Drive  
Willis, Texas 77318

## RESERVATION REQUEST & APPROVAL

NAME OF RESPONSIBLE PARTY: \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

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PURPOSE OF EVENT \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_

TIME OF EVENT \_\_\_\_\_ TO \_\_\_\_\_

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### RENTAL RATES:

0-20 ATTENDEES	\$100.00	_____
21-40 ATTENDEES	\$200.00	_____
41-80 MAX ATTENDEES	\$300.00	_____

DATE DEPOSIT RECEIVED \_\_\_\_\_ BY: \_\_\_\_\_

SECURITY DEPOSIT AMOUNT \$ 250.00 CHECK # \_\_\_\_\_

RENTAL AMOUNT \_\_\_\_\_ CHECK # \_\_\_\_\_

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APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
CONROE BAY CIVIC ASSOCIATION

DATE KEY RECEIVED: \_\_\_\_\_ DATE KEY RETURNED: \_\_\_\_\_

CLEANING DEPOSIT CHECK RETURNED (IF APPLICABLE):

DATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

**Contact: Debbie Barrera: Text - 832-428-5313 or  
deborahjbarrera@yahoo.com**

# **CONROE BAY COMMUNITY CENTER**

12948 POINT DRIVE  
WILLIS, TEXAS 77318

## **GENERAL INFORMATION FOR USERS**

1. WHEN DECORATING PLEASE DO NOT USE: ADHESIVE STRIPS OR SCOTCH TAPE. NO DUCT TAPE, STAPLES, PINS, TACS, ETC. ALL DECORATIONS ARE TO BE REMOVED AND DISCARDED AT THE END OF THE EVENT.
2. NO FURNISHINGS MAY BE REMOVED FROM THE BUILDING.
3. THE OVEN IS FOR WARMING ALREADY PREPARED FOODS. IT IS NOT TO BE USED FOR COOKING.
4. FOOD ITEMS MAY NOT BE STORED IN FACILITY WITHOUT PERMISSION.
5. ALL GRILLING AND COOKING IS TO BE DONE AT THE BACK OF CENTER, ON GRASSY AREA SURROUNDING CEMENT PATIO.
6. SMOKING IS NOT PERMITTED INSIDE THE COMMUNITY CENTER. SMOKING IS ALLOWED OUTSIDE THE BUILDING. PLEASE DISPOSE OF CIGARETTE BUTTS.
7. DEPOSITS WILL NOT BE RETURNED UNTIL AN INSPECTION OF THE FACILITY IS MADE AND KEYS HAVE BEEN RETURNED. LOST KEY WILL RESULT IN FORFEITURE OF DEPOSIT.
8. GENERAL INFORMATION:
  - CLEANLINESS OF THE ENTIRE FACILITY
  - ALL TRASH REMOVED AS THERE IS NO TRASH PICKUP AT THE COMMUNITY CENTER
  - ALL LIGHTS ARE TO BE TURNED OFF
  - A/C HEAT MUST BE RETURNED TO ORIGINAL SETTING.
  - ALL DOORS MUST BE LOCKED UPON EXITING THE BUILDING

## **ALCOHOL WAIVER AND ACCEPTANCE OF RESPONSIBILITY:**

As part of this event “if” alcohol will be available on the premises. Individuals under the age of 21 are prohibited from obtaining or consuming any alcohol at any point during the Event.

I expressly affirm my acceptance of full responsibility for complying with all applicable laws regarding consumption of alcohol, and if consuming alcohol, monitoring and/or limiting my alcoholic beverage intake. An “Event Participant Limited Liability” form may be used at my discretion solely for my protection if I deem necessary.

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RESPONSIBLE PARTY

DATE

CONROE BAY REPRESENTATIVE

DATE

**CONROE BAY COMMUNITY CENTER**

12948 POINT DRIVE  
WILLIS, TEXAS 77318

**Liability Waiver and Release**

I, \_\_\_\_\_, hereby waive, release, and discharge Conroe Bay Community Civic Association, its officers and agents, from any and all liability for the death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me, and indemnify and hold harmless from any and all liabilities and claims made by other individuals (including visitors) or entities as a result of any of my actions or the actions of any participant, or any agent named above.

I acknowledge that I am familiar with the "General Information for Users" for the Conroe Bay Community Center and agree to abide by them.

I understand that I shall use the community building for lawful purposes only and shall also observe all local ordinances in connection with the building.

\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE PARTY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
SIGNATURE OF CONROE BAY REPRESENTATIVE

\_\_\_\_\_  
DATE

# EVENT PARTICIPANT LIMITED LIABILITY

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PRINT NAME

By accepting alcohol during the Event, I warrant that I am at least 21 years of age. I hereby expressly release Releasees from any liability for damages to incurred by me or any other person or entity caused in whole or in part by my consumption of any item, including without limitation, alcohol.

Assumption of Risk, Waiver of Liability, Release, and Covenant Not To Sue:

In consideration for being permitted to participate in this Event, I voluntarily agree for myself, my family, heirs, assigns, executors, and administrators to the following:

1. TO ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, OR PERSONAL INJURY, INCLUDING DEATH that may be sustained by me (or my child), or any loss or damage to property owned by me (or my child), as a result of participating in this Event.
2. TO RELEASE, WAIVE, HOLD HARMLESS, DISCHARGE, AND COVENANT NOT TO SUE the Releasees from any and all liability, claims, actions, demands, expenses, attorney fees, breach of contract actions, breach of statutory duty or other duty of care, warranty, strict liability actions, and causes of action whatsoever, that I might have or may acquire in the future, arising out of or related to any loss, damage, or injury, including death, that may be sustained by me (or my child), or to any property belonging to me (or my child), while participating in this Event including, but not limited to, any claim that the act or omission complained of was in whole or in part by the negligence or carelessness of the Releasees.

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EVENT PARTICIPANT

DATE

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RESPONSIBLE PARTY

DATE