

6810 Guyler Bldg. B • P.O. Box 190 • Wallis, Texas 77485-0190  
Phone: 979-478-6712 • Fax: 979-478-7537  
Home Page: www.wallistexas.org • Email: cityhall@wallistexas.org

CITY OF WALLIS, TEXAS  
COMMUNITY ROOM  
RENTAL AGREEMENT

This agreement is executed between the City of Wallis, Texas ("the City"), whose address is 6810 Guyler St. Bldg. B, P. O. Box 190, Wallis, Texas 77485, (979)-478-6712.

AND

Name ("LESSEE") \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

RENTAL INFORMATION: Lessee desire to rent the City of Wallis Community Room located at 6810 Guyler St. Bldg. C, Wallis, Texas 77485

Rental Date(s): \_\_\_\_\_

Rental Time: Begin Time: \_\_\_\_\_ am/pm

End Time: \_\_\_\_\_ am/pm

Type of function:  
\_\_\_\_\_

Deposit - \$100.00

Rental Fee - \$50.00 per hour/ \$200.00 per day

Audio/Visual - \$20.00 per day

ADDITIONAL FEES MAY APPLY, Lessee has read and agrees to the terms of this agreement.

THIS AGREEMENT IS EXECUTED ON THE \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Between the Lessee and the City of Wallis. The City hereby certifies that a copy of the executed agreement has been provided to Lessee.

\_\_\_\_\_  
Lessee or Representative's Signature

\_\_\_\_\_  
City's Representative's Signature



### **Rental Information**

Leased premises will be reserved by execution of an agreement and payment of the following deposit and rental fees which are refundable in full up to 30 days prior to function date.

### **Property Security Deposit**

Lessee agrees to pay the City deposit of \$100 prior to the time of execution of the agreement to cover the cost of extra cleaning or damage to the leased premises which may occur during Lessee's occupancy. If such property security deposit is inadequate to compensate for the amount of Lessee's expense, Lessee agrees to pay the amount of such extra expense to the lesser within 5 days of written demand by the City. Any unused property security deposit will be refunded to Lessee within 30 days from date of function.

### **Base Rental Charge**

Lessee agrees to pay the City a rental charge of \$50 per hour/\$200 per day prior to the time of execution of the Agreement. The lessee is responsible for removing all decoration and personal belongings prior to vacating the Wallis Community Center at the contracted time. If lessee returns the following day to remove items, the lessee will be charged an additional rental fee.

### **Audio/Visual**

The City of Wallis has audio/visual equipment available for rental. The rental charge for use of the audio/visual equipment is \$20.00 a day.

Lessee must provide their own computer, VCR, or DVD equipment. Wi-Fi is available at the Community Center. Any damage caused to the equipment by the lessee will be deducted from the above-mentioned deposit. If damages exceed this amount, Lessee will be required to pay additional expenses immediately.

### **Cancellation**

Lessee shall provide written notice of booking cancellation to the City not less than thirty (30) days prior to function date, in which case the City shall refund the entire deposit and rental fees to the Lessee. If Lessee notifies the City of cancellation less than thirty days prior to the booking and the facility does not otherwise become booked for the specified rental date, lessee will forfeit the base rental amount to the City.

### **Keys**

Lessee shall be responsible for obtaining keys to the facility from the City at 6810 Guyler Bldg. B, Wallis no earlier than 3:00 p.m. the business day prior to the scheduled event. If lessee obtains these keys after normal business hours, Lessee agrees to pay the city a fee of \$25.00. Upon conclusion of the event, if Lessee fails to return the keys to the City of Wallis before 5 pm the business day following the



event, the Lessee shall pay an additional fee of \$25.00. If the keys are lost or not returned, the Lessee shall pay the cost of replacing all locks on the facility.

### **Security**

Security may be required at events held at the Wallis Community Center at the discretion of the City. Factors involved in determining the requirements for security include the size of the event, whether alcohol will be served, and length of the event. When security is required by the City, the Lessee shall employ one or more certified police officers and compensate them directly. All security personnel must be approved beforehand by the Wallis Chief of Police. It is the responsibility of the Lessee to contact Wallis Police Department if certified officers are needed for the event and to confirm that arrangements for security have been made.

### **Damages**

Lessee acknowledges that it will be responsible for the activities occurring on the Community Center premises during the period of its possession, and that it will permit no nuisance or illegal or immoral activity to take place thereon. Lessee further agrees that it will indemnify and hold harmless the City of Wallis, the City council, City Employees, and Agents from any and all loss or liability arising from any claim for injury or death to any person, or damage to any property, during the Lessee's possession of the Community Center premises.

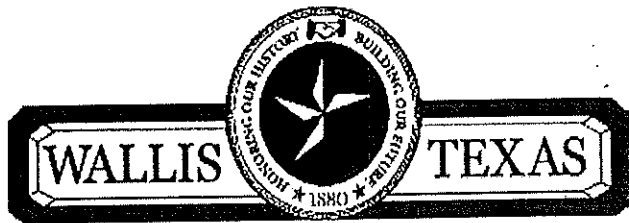
### **Lessee's responsibilities**

Lessee will call a week prior to the scheduled event to confirm the rental date and time.

After use of the facility, Lessee agrees to abide by the general housekeeping rules as outlined in the Wallis Community Center Rules and Regulations and will include, but is not limited to, the following.

- Lessee will not tape or hang anything from the walls or ceiling of the Community Center, because this frequently causes damage to paint and ceiling tiles. Nails, tacks and tape are prohibited.
- All lights and air conditioning or heating units are to be turned off.
- All doors are to be locked.
- Alcoholic beverages are not to be consumed on the premises during illegal hours. Violators will be subject to arrest by officers of the Texas Alcoholic Beverage Commission.
- Upon inspection of the facility after rental, if any damages have been incurred or if the general housekeeping rules have not been followed, charges for cleaning services or reparation will be deducted from Lessee's deposit. Any remaining balance will be billed to Lessee.

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## **Rentals by Local Not-for-Profit Organizations**

### **Lessee must show profit of non-profit status**

- IRS determination letter
- Articles of incorporation
- Bylaws, and/or
- Notarized, sworn statement of non-profit status

Leased premises will be reserved by execution of an agreement and payment of the following deposit and rental fees which are refundable in full up to 30 days prior to function date.

### **Deposit**

Lessee agrees to pay the City deposit of \$50.00 prior to the time of agreement to make said facility available on the date(s) specified. Lessee understands that booking of the facility is confirmed once the agreement is executed and payment of said deposit is made; verbal commitments between the parties to the agreement will not be binding.

### **Rental Charge**

**ORGANIZATIONS WILL BE LIMITED TO ONE (1) FREE RENTAL NOT TO EXCEED THREE (3) HOURS IN LENGTH PER MONTH. Any rentals outside of these guidelines will be charged the full rate.**

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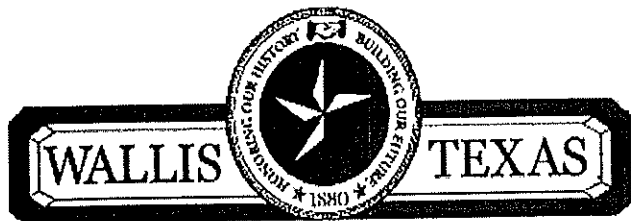
Lessee must provide their own computer, VCR, or DVD equipment. Wi-Fi is available at the Community Center. Any damage caused to the equipment by the lessee will be deducted from the above-mentioned deposit. If damages exceed this amount, Lessee will be required to pay additional expenses immediately.

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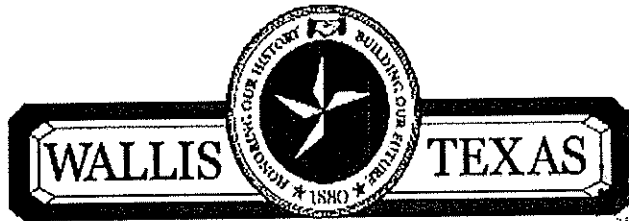
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### **Lessee's responsibilities**

Lessee will call a week prior to the scheduled event to confirm the rental date and time.

After use of the facility, Lessee agrees to abide by the general housekeeping rules as outlined in the Wallis Community Center Rules and Regulations and will include, but is not limited to, the following.

- All tables and chairs are to be left in a clean condition and are to be put back in place as originally found. Tables and chairs are not to be removed from inside the facility at any time.
- All floors are to be cleaned.
- Restrooms are to be cleaned, mopped and trash and debris removed.
- All garbage cans are to be emptied. All trash is to be removed from inside the facility, including restrooms, and the grounds outside the facility. Receptacles are provided outside the facility for the deposit of all trash.
- Lessee will not tape or hang anything from the walls or ceiling of the Community Center, because this frequently causes damage to paint and ceiling tiles. Nails, tacks and tape are prohibited.
- All lights and air conditioning or heating units are to be turned off.
- All doors are to be locked.
- Alcoholic beverages are not to be consumed on the premises during illegal hours. Violators will be subject to arrest by officers of the Texas Alcoholic Beverage Commission.
- Everything brought into the facility must be removed upon conclusion of the rental period. Anything left in the facility will become the property of the City of Wallis.



- Upon inspection of the facility after rental; if any damages have been incurred or if the general housekeeping rules have not been followed, charges for cleaning services or reparation will be deducted from Lessee's deposit. Any remaining balance will be billed to Lessee.

Non-compliance with the above listed housekeeping rules and requirements will result in the assessment of the following fees that will be deducted from the rental deposit:

- Tables and chairs are not cleaned and/or returned to storage: \$25.00
- Garbage not removed from all areas and taken from facility: \$25.00
- Floors not vacuumed and mopped: \$50.00
- Bathrooms not cleaned: \$50.00
- Air/Heat or lights left on: \$75.00
- Debris left in or around the facility creating unsanitary or unhealthy conditions (such as food, diapers, feces, etc.): \$100.00
- Not securing the facility upon departure: \$100.00
- Use of confetti, tape, nails or tacks within the facility: \$50.00

Upon inspection of the facility after rental, if any damages have been incurred or if the general housekeeping rules have not been followed, charges for cleaning services or reparation will be deducted from Lessee's deposit. Any remaining balance will be billed to Lessee.