

**RENTAL AGREEMENT**

**THE COMMUNITY CENTER**

WHEREAS, THE City of Trinidad agrees to rent said building to:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization (if any): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

for its exclusive use on: Date(s) \_\_\_\_\_ from the hours of  
\_\_\_\_\_ AM PM (Circle one) to \_\_\_\_\_ AM PM (Circle one) including  
set-up time, but excluding clean-up time.

***BEFORE arrival at the community center, it is the lessee's responsibility to bring to the attention of the City if the Center is not clean and acceptable or there is any damage to the building in any way. If you notice an unclean building or any damage, please call (903) 778-2525; if no answer, please call (903) 477-1775. Otherwise, he/she will be responsible for anything that needs to be corrected including cleaning and repairs.***

**FEE SCHEDULE: Daily rate: \$100.00 + \$50 deposit = \$150.00**

The clean-up deposit will be refunded if the area is cleaned and straightened as required.

\_\_\_\_\_  
I agree to hold harmless the City of Trinidad and its representatives and release the city from all claims and all liability from the above activity.

I have read, agreed and received a copy of the rules and regulations for leasing the community center. I have inspected the building prior to our lease of the building and have noticed the following: NUMBER OF TABLES \_\_\_\_\_ NUMBER OF CHAIRS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\*The City of Trinidad does not discriminate according to sex, race, color or national origin.

\*Rules and Regulations are attached.

## **RULES AND REGULATIONS**

The Community Center is rented on a first come, first serve basis except, standing or yearly reservations such as family reunions, etc.

No smoking in the building.

Supervised groups only – no unsupervised juveniles

Noise level must be held to a minimum

There will be a time limit on parties: No later than 12 midnight, except for New Year's – 12:30

Chairs and tables shall not be removed from the building.

### Lessee sets up and cleans up after use:

- You have been given a key to the cleaning closet. Please vacuum the carpet and use the Swiffer jet to clean the vinyl areas. (DO NOT USE MOP AND WATER ON THE FLOORS.)
- All tables and chairs used must be cleaned and placed back against the wall after use;
- Kitchen area must be left clean; this includes the oven, range, counter tops, and floor. All tiled areas must be swept and mopped by the lessee. Mirrors and counter tops in the restrooms must be cleaned. Broom, Swiffer jet. Vacuum cleaner and cleaning supplies are located in the closet in the kitchen area. Please lock closet upon leaving the premises.
- All trash receptacles must be emptied in trash bags;
- The lessee is responsible for any damages to equipment, building, or property;
- No nails or staples will be used on the walls. Tape is allowed, only if all is removed;
- There is a \$50.00 cleaning and damage deposit, which is refundable only after inspection by an authorized agent of the city. (The deposit will not be refunded if center was left unclean, garbage not taken, damage to building in any way, etc.)

- If the Lessee cancels the event, the deposit will not be refunded, unless the event is canceled in writing at least three weeks prior to the event date. The city of use the postmark date.

## **CHECK LIST OF THINGS TO DO BEFORE LEAVING**

- 1. MAKE SURE STOVE TOP AND BURNER PANS ARE CLEAN**
- 2. WIPE OUT ANY SPILLS IN OVEN**
- 3. WIPE OFF ALL COUNTER TOPS**
- 4. CLEAN OUT SINKS**
- 5. CLEAN OFF ANY SPILLS FROM CABINET DOORS**
- 6. SWEEP/CLEAN KITCHEN FLOOR**
- 7. EMPTY ALL TRASH CANS AND TAKE TRASH**
- 8. CLEAN OUT BATHROOMS - WIPE OFF TOILET SEATS, CLEAN OUT SINKS**

