



7019 Pleasant Ridge
Coffee City, TX 75763
(903) 876-3414 phone
(903) 876-2433 fax

COFFEE CITY COMMUNITY CENTER FACILITY USE PERMIT APPLICATION

Date Requested _____

Proposed Event _____

Individual or Organization Requesting Use _____

Address _____

Phone # _____ Cell Phone # _____

Time Event Starts: _____ Time Event Ends: _____

Number of Attendees _____ Equipment Used: _____

Will alcohol be present at the event? _____ Yes _____ No

I DO, HEREBY, AFFIRM THAT I HAVE RECEIVED, READ AND UNDERSTAND ALL RULES AND REGULATIONS FOR USING THE COFFEE CITY COMMUNITY CENTER AND BY MY SIGNATURE DO, HEREBY, PROMISE TO ABIDE BY AND COMPLY WITH ALL SAID RULES AND REGULATIONS

Signature _____

Date _____

Approved by _____

Date _____

For Office Use Only

Deposit: _____

Receipt No. _____

Rental Fee: _____

Receipt No. _____

Security required? Yes _____ No _____

Amount due Officer: _____

Deposit Refunded? Yes _____ No _____ **See Attachment A**



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COFFEE CITY COMMUNITY CENTER

Applicable Rules and Regulations

Thank you for considering the Coffee City Community Center for your event. The Community Center is available for private use to all residents and non-residents of the City in accordance with the following terms and conditions set forth below:

RESERVATIONS: Coffee City Hall is open Monday-Friday, 9:00 a.m.-12:30 p.m. and 1:30 p.m.-5:00 p.m. All reservations must be made by completing an application at Coffee City Hall. The renter must present with a current driver's licenses or valid picture I.D. Reservations will not be accepted over the telephone, via fax or email or without proper identification. Reservations will be taken on a first-come, first-serve basis in accordance with the guidelines and policies of the city.

AVAILABILITY: It is the policy of Coffee City, to make the Community Center available for rental, as set forth in this document; to as broad a spectrum of groups and individuals as feasible. The Community Center is available seven days a week.

OCCUPANCY: The Community Center has a maximum occupancy of 175 people. The renter, their guests and/or any contractors must vacate the premises no later than the time agreed to on your rental application. Applicants are limited to the hours specified on their rental application/receipt, and applicants will only be allowed inside the building during the hours set forth and approved.

ALCOHOL USE ON PREMISES: It is the policy of Coffee City to require the presence of Coffee City Police Officers if alcohol is present at any event at the Coffee City Community Center. The applicant is responsible for notifying the City at the time of rental that alcohol will be present at the event. Failure to notify the City and/or obtaining the services of Coffee City Police Officer security will result in the event being shut down. Coffee City Police Officers provide security on an independent basis. Payment for these services are to be paid directly to the officers at the beginning of the event.

Police Fees:

1-50 attendees: One Officer: \$140.00 (\$35.00 per officer, per hour (minimum 4 hours)).
50-100 attendees: Two Officers: \$280.00 (\$35.00 per officer, per hour (minimum 4 hours)).
100+ attendees: Three Officers: \$420.00 (\$35.00 per officer, per hour (minimum 4 hours)).



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Application and Security Deposit must be paid in full at the time the reservation is made. Check or money orders may be used for payment.

Community Center Rental Fees:

<u>4-Hour Rental:</u>	\$125.00 (<i>with</i> use of kitchen)
<u>Additional Hours:</u>	\$10.00/hour
<u>Security Deposit:</u>	\$100.00

DEPOSIT FEES AND CANCELLATIONS: Deposit fees are due at the time you book your event. Rental Fees are due seven (7) days prior to your event. For any cancellations three (3) days prior to the event will result in a 25% cancellation fee. If fees are not paid by deadline, reservations will be canceled and deposit will be withheld. The \$100.00 deposit is fully refundable provided no damages to the facility or equipment is incurred, the facility is left in a neat and clean manner, and there is no breach of contract. Renters will conduct a “walk thru” of the facility with City Staff before and after the event to determine the condition of the Center and if the Security Deposit will be returned. ***If Police Security is required, the Police Officer on duty must be paid at the start of your event.**

ELIGIBILITY: Applicants must be 18 years of age or older to rent the Community Center. The City reserves the right to deny any application based on the applicant’s past rental history, the type of event, or for any reason City Staff deems not in the best interest of the city.

COMPLIANCE WITH APPLICABLE RULES, REGULATIONS AND LAWS: The person making the reservation is **required** to be present at the Community Center and available to City Staff during the entire course of the rental. Under special circumstances, a caterer, decorator or designated proxy may serve as the contact person during any portion of the rental. The person who made the original reservation is the only person able to make time modifications or make inquiries and must conduct all transaction related to the rental. Renters using the Community Center must comply with all Federal, State and Local laws, and posted occupancy limits (**135 persons with tables and chairs, 150 persons with chairs only**). The Renter assumes full responsibility and liability for the acts and omissions of his/her invitees, licensees, guests, relatives, friends, and their respective invitees and licensees, that may result in a violation of any terms and conditions set forth in this agreement. The Community Center cannot be subleased to any other party or re-assigned to another group or organization. Money raising events may only be held by non-profit organizations and a 501C-3 certification must be provided to the City at time of application

PERSONAL LOSSES AND DAMAGES ARISING AT RENTAL FUNCTION: The City of Coffee City is not responsible for lost, damaged, or misplaced property placed in or on its facilities or grounds: Furthermore,



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the City of Coffee City, is released and discharged from any and all liabilities for loss, injury, or damage to persons or property that may be sustained arising out of the use or occupancy of the Community Center and its grounds.

INDEMNIFICATION: The Renter agrees to indemnify and hold harmless the City of Coffee City, its officers, agents and employees from any and all actions, claims, costs, damages, and expenses, including but not limited to attorney's fees shall apply with respect to all acts of omission of the renter, renter's invitees, licensees, relatives, friends, and their respective invitees or licensees associated with the rental use of the Community Center.

SMOKING: The Community Center is a "Smoke Free Facility". Smoking is **prohibited** inside the entire complex. Please instruct your guests to smoke in the parking lot only and at least 25 feet from the front door. No further loitering in the parking lot is permitted. Failure to comply could result in the event being terminated early and fees forfeited.

YOUTH GROUP RESTRICTIONS: Groups that are comprised of minors ages 0 – 12 are **required** to have 1 adult per 4 children. Groups that are comprised of minors ages 13 - 17 are **required** to have 1 adult per 10 children. The adult chaperones must be present **and in the room of the function at all times**. Attendance numbers must be accounted and declared at time of reservation.

DECORATIONS: No decorations or other items may be attached to the physical structure of the Community Center (ceiling, walls, floor, and support posts). The use of the following items are **expressly prohibited from use inside as well as outside of the facility:** dance wax saw dust, bird seed, rice, confetti or similar items, bubble or fog machines, glow sticks or other liquid filled glow devices. The electrical capacity of the Community Center is limited to 110 volts. Any special electrical needs of your event should be discussed at time of reservation.

EQUIPMENT: The individual making the reservation agrees to do a "walk thru" before the event with City Staff and familiarize themselves with the Community Center and available equipment. The City of Coffee City provides only the equipment listed on the rental application. All other needed supplies or equipment must be furnished by the renter. The City of Coffee City will not be responsible for any equipment, supplies, or decorations brought into facility for the event. Applicant will assume liability for the cost of repairing any damaged City equipment or property. This fee will be deducted from the Security Deposit paid at time of reservation, and the City will bill the Renter for any costs of repair that exceed the Security Deposit. Any decorative furniture (couches, large chairs, coffee table, etc.) in the Community Center are not to be moved or removed from the current location without written consent from the City Staff. The Renter is responsible for set up and re-storing of the tables and chairs used for an event, or may request set up from Community Center staff for \$70.00; breakdown \$70.00 or both for \$140.00.



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INSURANCE: The City of Coffee City reserves the right to require Renters to provide insurance/property damage insurance/other coverage when deemed necessary to protect the public and the City's property and equipment.

KEYS AND ACCESS TO FACILITY: Key for Friday's rental may be picked up 30 minutes prior to time shown on contract or before 5:00 pm on that same Friday (except legal holidays). If on city holiday or weekends, renter may pick up the key 30 minutes prior to time shown on contract from the City Hall or Fire Chief. The Community Center should be locked after it is cleaned and keys returned to City Hall immediately after use of the facility or placed in drop box in front of City Hall. The key may not be duplicated. A \$25.00 fee is charged if key is lost or not returned. Failure to comply could result in the Security Deposit being forfeited.

CLEANING OF FACILITY: The Renter is responsible for removing any and all materials, supplies and decorations they brought into the facility for the event. Any items left in the facility upon the departure of the renter will be disposed of. The City does not provide pre- or post-event storage. The Renter is also responsible for wiping off all tables, chairs and appliances, sweeping the floors, wet mopping, if required and taking the garbage in bags out to the dumpster, and cleaning toilets. If the kitchen is used, the stove, sinks, countertops, refrigerator and miscellaneous items are to be cleaned. Do not leave food or personal items such as plates, utensils, bowls and cookware, as they will be disposed of. All setup and cleanup time shall be included in the specified rental period.

SAFETY PROVISIONS: If candles are used, they must be in wax catching containers. Absolutely no other flame producing devices or any flammable/combustible materials are allowed inside the Community Center; including but not limited to torches, incense burners, charcoal grills or deep fryers. Sterno pots are allowed to keep food warm in serving dishes.

City Staff will be responsible for assisting with your reservation, enforcing all policies and procedures, assisting with the walk thru process, making sure the facility is clean and setting the air-conditioning/heating temperature for your event. **If you have any questions, please contact:**

City Hall:	903 876-3414
Chris Moore, Fire Chief:	903 539-7925
Doug Davis, City Secretary:	903 876-3414 Opt. 2



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COFFEE CITY COMMUNITY CENTER Cleaning Schedule of Fees - Attachment A

Area	Fee
Main Meeting Hall	\$50.00
Men's Restroom	\$25.00
Women's Restroom	\$25.00
Kitchen	\$50.00
Outside	\$25.00
Trash Removal	\$25.00
Decoration Removal	\$50.00
Tables and Chairs Cleaned & Restacked	\$50.00
TOTAL	\$300.00

Any excessive cleaning such as STAINS, PAINTING, FLOOR CLEANING OR DAMAGES will be billed at an additional \$18.00 an hour, plus material and equipment cost.



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Itemized Security Deposit Inspection *for office use only:*

Renter's Name: _____ Date: _____

Inspection Completed By: _____ Date: _____

Notes: _____

Item/Area Cleaned		Area	Fee	Fee Charged	
YES	NO			YES	NO
		Main Meeting Hall	\$50.00		
		Men's Restroom	\$25.00		
		Women's Restroom	\$25.00		
		Kitchen	\$50.00		
		Outside	\$25.00		
		Trash Removal	\$25.00		
		Decoration Removal	\$50.00		
		Tables and Chairs Cleaned and Restacked	\$50.00		

Total Amount Deducted from Security Deposit \$ _____

Amount to be Returned to Renter \$ _____

City Representative

Date