



City of Coffee City
7019 Pleasant Ridge
Coffee City, TX 75763
(903) 876-3413 Office
(903) 876-2433 Fax

COFFEE CITY COMMUNITY CENTER FACILITY USE PERMIT APPLICATION

Date Requested: _____
Proposed Event: _____
Individual or Organization Requesting Use: _____
Address: _____
Phone #: _____
Time Event Starts: _____ Time Event Ends: _____
Number of Attendees: _____ Equipment Used: _____
Will Alcohol be present at the event? (**BEER AND WINE ONLY**) _____

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: _____
Rental Fee: _____
Deposit Refunded: _____

Receipt #: _____
Receipt #: _____

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: All reservations must be made by applying at Coffee City, City Hall, Monday-Friday from 8:00 a.m. – 5:00 p.m. (closed 12:30 pm – 1:30 pm) with a valid picture I.D. of the renter. Reservations cannot be made over the telephone. Reservations will be taken on a first-come, first serve basis in accordance with the guidelines and policies of the City. The city reserves the right to adopt rules and fee schedules that promote this policy.

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 the following days.

- Sunday: 12:00 PM – 12:00 AM
- Monday, Tuesday, Thursday, Friday, Saturday: 8:00 AM – 12:00 AM
- Wednesday: 8:00 AM – 5:00 PM

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.

_____(initial)

ALCOHOL USE ON PREMISES: Coffee City permits ONLY beer and wine on the premises. It is the policy of Coffee City to require the presence of a certified Texas Peace Officer 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 police Officer security will result in the event being shut down. 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.

_____(initial)

Police Fees:

- 1-50 attendees: One Officer: \$180.00 (\$45.00 per officer, per hour)
- 50-100 attendees: Two Officers: Officer: \$360.00 (\$45.00 per officer, per hour)
- 100+ attendees: Three Officers: \$540.00 (\$45.00 per officer, per hour)

Community Center Rental Fees:

Rental fee includes tables and chairs, as well as usage of the kitchen.
Must pay fees separate. Rental fee may be paid by: Check, money order or cashier's check.

Coffee City Residents: \$125.00

Coffee City Residents with Alcohol: \$200.00

Non-residents: \$250.00

Non-Residents with Alcohol: \$300.00

Security Deposit: \$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 security 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. **DEPOSIT WILL BE HELD UNTIL WE RECEIVE THE KEY BACK AND MAKE SURE EVERYTHING IS IN ORDER.**

(initial)

ELIGIBILITY: In order to receive resident rental rates, the person making the reservation is required to provide a valid/current driver's license or Texas I.D. with picture. Applicants that have an address that does not fall within the corporate city limits will not receive resident rates. 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.

(initial)

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 transactions 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, guest, relative, 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 must only be held by non-profit organizations and a 501C-3 certifications must be provided to the city at the time of application.
- Failure to comply could result in the event being terminated early and fees forfeited. _____(initial)

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, the City of Coffee City, is released and discharged from any and all liabilities for lost, 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. _____(initial)

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. _____(initial)

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 ALL doors. No further loitering in the parking lot is permitted. Failure to comply could result in the event being terminated early and fees forfeited. _____(initial)

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. _____(initial)

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 is 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. Failure to comply could result in the forfeiture of your deposit. _____(initial)

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.
- Failure to comply could result in the event being terminated early and fees forfeited. _____(initial)

CATERING:

- The city strongly encourages any renter using a catering company to have the caterer schedule a site visit in advance of the rental function. City staff will give them a tour of the kitchen facilities and equipment available to caterers.
- Catering set up and take down needs to be included within the rental timeframe. _____(initial)

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 provided only the equipment listed on the rental application. All other needed equipment, supplies, or decorations must be furnished by the renter.
- 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 in the community center is not to be moved or removed from the current location without written consent from City staff.
- The renter is responsible for set up and re-storing of the tables and chairs used for an event. _____(initial)

INSURANCE: The City of Coffee City reserves the right to require renters to provide insurance/property damage insurance/other cover when deemed necessary to protect the public and the City’s property and equipment. _____(initial)

KEYS AND ACCESS TO FACILITY:

- Events being held on a weekday, may be picked up from City Hall 30 minutes prior to the start of their scheduled event.
- Events being held on weekends, may be picked up from City Hall by 5:00 PM the Friday prior to the event.
- 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. _____(initial)

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, taking the garbage in bags out to the dumpster.

- 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.
- Failure to comply will result in the Security Deposit being forfeited and additional cleaning fees owed to Coffee City.

_____(initial)

PARKING:

- Attendees may park in the area in front of the center and overflow parking is located behind City Hall.
- Parking on the grass is prohibited.
- NO parking in front of City Hall EXCEPT in designated parking spaces.
- NO PARKING NEAR THE MAIL BOX due to the Fire Department's access to water.
- NO PARKING in front of bay doors (NO parking signs are posted).
- **PARKING IN THE RESTRICTED AREAS WILL RESULT IN YOUR DEPOSIT BEING WITHHELD.**

_____(initial)

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 the City Secretary at 903-876-3414 Opt. 2.

COFFEE CITY COMMUNITY CENTER
Cleaning Schedule of Fees

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 materials and equipment cost.

Initials and Signature below indicate that the Applicant/Renter has read and understands the policies governing the rental of the Coffee City Community Center.

I, the undersigned, have read and understand the above rules and regulations, which pertain to the rental of the Coffee City Community Center.

Signature of Applicant/Renter

Date