



7019 Pleasant Ridge Road CR 4217 * Coffee City, TX 75763 Phone: (903) 876-3414 * Fax: (903) 873-2433

***CITY OF COFFEE CITY
City Council Meeting
February 9, 2026 @ 6 pm
7019 Pleasant Ridge Rd
Coffee City, TX 75763***

NOTICE IS HEREBY GIVEN OF COUNCIL MEETING OF THE CITY COUNCIL OF COFFEE CITY. TO BE HELD ON **Monday, February 9, 2026, at 6:00 PM AT THE COFFEE CITY, CITY HALL, 7019 PLEASANT RIDGE RD, COFFEE CITY, TEXAS.** FOR THE PURPOSE OF CONSIDERATION OF THE FOLLOWING AGENDA ITEMS. THE CITY COUNCIL RESERVES THE RIGHT TO MEET IN A CLOSED SESSION ON ANY AGENDA ITEM SHOULD THE NEED ARISE AND APPLICABLE PURSANT TO AUTHORIZATION BY TITLE 5, CHAPTER 551, OF THE TEXAS GOVERNMENT CODE.

Council Members

Marquis Castleberry - Mayor
Ruthie Seward - Place 1
VACANT – Place 2

Carrie Ousley - Place 3
Kevin Haughey - Place 4
Ollie Harmon - Place 5

1. Call Meeting to Order:
2. Roll Call and Announce if quorum is present:
3. Opening remarks:
4. Consider and Act upon approving items 5 & 6.
5. Approving City financials for January 2026.
6. Approving meeting minutes for the January 12, 2026 council meeting.
7. Discussion, Consider and Act upon approving a long-term community center rental agreement with Alliance Church.
8. Discussion: Meeting with Austin Bank regarding the Fire Department Tanker.
9. EDC Report:
10. Fire Department Report:
11. Municipal Court Report:
12. **Open Forum:**
 - Open Forum is limited to items currently on the agenda.
 - Speakers must sign in 5 minutes before the beginning of the meeting.

- Speakers will be given 3 minutes to speak.

Any person that is unable to attend and wishes to submit questions to the council can e-mail the questions to the City Secretary at citysecretary@cityofcoffeecity.com

13. Adjournment:

The City Council of the City of Coffee City reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code, including, but not limited to, Section 551.071 (Deliberation about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), 418.175-183 (Deliberations about Homeland Security Issues) and as authorized by the Texas Tax Cod, including, but not limited to, Section 321.3022 (Sales Tax Information).

CERTIFICATION

I CERTIFY THAT A COPY OF THE MONDAY, FEBRUARY 9, 2026, CITY COUNCIL MEETING AGENDA BY THE COFFEE CITY, CITY COUNCIL WAS POSTED AT THE CITY HALL PUBLIC NOTICE BOARD AND CITY WEBSITE ON FRIDAY, FEBRUARY 6, 2026 BY 5:00 PM.


MARQUIS CASTLEBERRY
MAYOR


MARY MCDONALD
CITY SECRETARY

9:18 AM

02/06/26

Cash Basis

City of Coffee City

Profit & Loss by Class

January 2026

Ordinary Income/Expense	Streets	Admin - General	Community Ce...	Municipal Court	Fire-EMS	TOTAL
Income						
City Income						
50010 · Community Center Income	0.00	0.00	150.00	0.00	0.00	150.00
CC Rental Income-Facility						
Total 50010 · Community Center Income	0.00	0.00	150.00	0.00	0.00	150.00
50020 · EDC Services Agreement	0.00	527.66	0.00	0.00	0.00	527.66
50030 · Franchise Fee Income						
50031 · Republic Services	0.00	1,296.28	0.00	0.00	0.00	1,296.28
50032 · Republic Service \$1 Fee - Roads	1,159.34	0.00	0.00	0.00	0.00	1,159.34
50033 · Trinity Valley Electric	0.00	12,602.72	0.00	0.00	0.00	12,602.72
Total 50030 · Franchise Fee Income	1,159.34	13,899.00	0.00	0.00	0.00	15,058.34
50070 · Sales Tax Income						
50071 · 1% Sales Tax Income	0.00	11,117.77	0.00	0.00	0.00	11,117.77
50072 · .5% Sales Tax Income for City	0.00	0.00	0.00	0.00	0.00	0.00
50073 · .25% Sales Tax Income for EDC	2,779.44	0.00	0.00	0.00	0.00	2,779.44
Total 50070 · Sales Tax Income	2,779.44	11,117.77	0.00	0.00	0.00	13,897.21
Total City Income	3,938.78	25,544.43	150.00	0.00	0.00	29,633.21
51000 · Court Income						
51020 · Fines	0.00	0.00	0.00	688.22	0.00	688.22
Total 51000 · Court Income	0.00	0.00	0.00	688.22	0.00	688.22
Total Income	3,938.78	25,544.43	150.00	688.22	0.00	30,321.43
Gross Profit	3,938.78	25,544.43	150.00	688.22	0.00	30,321.43
Expense						
60220 · Office Supplies & Expense	0.00	64.81	0.00	0.00	0.00	64.81
60180 · Building Security Expense	0.00	0.00	0.00	36.06	0.00	36.06
60041 · I.T. Maintenance	0.00	698.00	0.00	0.00	0.00	698.00
60060 · Contract Labor						
60062 · Cleaning	0.00	60.00	0.00	0.00	0.00	60.00
Total 60060 · Contract Labor	0.00	60.00	0.00	0.00	0.00	60.00
60070 · Dues & Subscriptions	0.00	180.02	0.00	0.00	0.00	180.02
60090 · Fuel Expense	0.00	0.00	0.00	0.00	290.77	290.77
60110 · Legal Fees	0.00	1,636.00	0.00	0.00	0.00	1,636.00

City of Coffee City
Profit & Loss by Class
January 2026

	Streets	Admin - General	Community Ce...	Municipal Court	Fire-EMS	TOTAL
60130 · Postage	0.00	300.00	0.00	0.00	0.00	300.00
60140 · Printing / Copy	0.00	194.72	0.00	0.00	0.00	194.72
60150 · Repairs & Maintenance	0.00	17.98	467.06	0.00	0.00	485.04
60280 · Utilities						
60281 · Telephone-Cellular	0.00	37.21	0.00	0.00	37.21	74.42
60282 · Telephone-Internet-Cable	0.00	433.88	121.74	0.00	0.00	555.62
60283 · Electric	0.00	257.00	140.00	0.00	0.00	397.00
60285 · Water	0.00	69.96	79.43	0.00	0.00	149.39
Total 60280 · Utilities	0.00	798.05	341.17	0.00	37.21	1,176.43
60300 · Payroll Expenses						
60301 · Payroll Taxes	0.00	320.19	0.00	74.37	0.00	394.56
60302 · Salaries	0.00	3,461.54	0.00	804.00	0.00	4,265.54
60300 · Payroll Expenses - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 60300 · Payroll Expenses	0.00	3,781.73	0.00	878.37	0.00	4,660.10
Total Expense	0.00	7,731.31	808.23	914.43	327.98	9,781.95
Net Ordinary Income	3,938.78	17,813.12	-658.23	-226.21	-327.98	20,539.48
Net Income	3,938.78	17,813.12	-658.23	-226.21	-327.98	20,539.48

City of Coffee City
Profit & Loss
January 2026

	Jan 26
Ordinary Income/Expense	
Income	
City Income	
50010 · Community Center Income	
CC Rental Income-Facility	150.00
Total 50010 · Community Center Income	150.00
50020 · EDC Services Agreement	527.66
50030 · Franchise Fee Income	
50031 · Republic Services	1,296.28
50032 · Republic Service \$1 Fee - Roads	1,159.34
50033 · Trinity Valley Electric	12,602.72
Total 50030 · Franchise Fee Income	15,058.34
50070 · Sales Tax Income	
50071 · 1% Sales Tax Income for City	11,117.77
50072 · .5% Sales Tax Income for EDC	0.00
50073 · .25% Sales Tax Income for Roads	2,779.44
Total 50070 · Sales Tax Income	13,897.21
Total City Income	29,633.21
51000 · Court Income	
51020 · Fines	688.22
Total 51000 · Court Income	688.22
Total Income	30,321.43
Gross Profit	30,321.43
Expense	
60220 · Office Supplies & Expense	64.81
60180 · Building Security Expense	36.06
60041 · I.T. Maintenance	698.00
60060 · Contract Labor	
60062 · Cleaning	60.00
Total 60060 · Contract Labor	60.00
60070 · Dues & Subscriptions	180.02
60090 · Fuel Expense	290.77
60110 · Legal Fees	1,636.00
60130 · Postage	300.00
60140 · Printing / Copy	194.72
60150 · Repairs & Maintenance	485.04
60280 · Utilities	
60281 · Telephone-Cellular	74.42
60282 · Telephone-Internet-Cable	555.62
60283 · Electric	397.00
60285 · Water	149.39
Total 60280 · Utilities	1,176.43

City of Coffee City
Profit & Loss
January 2026

	Jan 26
60300 · Payroll Expenses	
60301 · Payroll Taxes	394.56
60302 · Salaries	4,265.54
60300 · Payroll Expenses - Other	0.00
Total 60300 · Payroll Expenses	4,660.10
Total Expense	9,781.95
Net Ordinary Income	20,539.48
Net Income	20,539.48

City of Coffee City

2/6/2026 9:25 AM

Register: 10020 · Unrestricted Bank Acct Gen Fund

From 01/01/2026 through 01/31/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/05/2026	ACH	Google LLC	60070 · Dues & Subscr...		164.93			238,552.17
01/06/2026	ACH	TRINITY VALLEY ...	20000 · Accounts Paya...		257.00			238,295.17
01/06/2026	ACH	TRINITY VALLEY ...	20000 · Accounts Paya...		140.00			238,155.17
01/06/2026	ACH	Amazon.com	-split-	A3C0LXO8N5...	44.65			238,110.52
01/09/2026		TEXAS COMPTRO...	-split-	Deposit			19,456.10	257,566.62
01/12/2026	ACH	MONARCH UTILIT...	20000 · Accounts Paya...		79.43			257,487.19
01/12/2026	ACH	Optimum	20000 · Accounts Paya...		433.88			257,053.31
01/12/2026	ACH	VERIZON	20000 · Accounts Paya...		74.42			256,978.89
01/12/2026	ACH	MONARCH UTILIT...	20000 · Accounts Paya...		69.96			256,908.93
01/12/2026	ACH	Optimum	20000 · Accounts Paya...		121.74			256,787.19
01/12/2026	13323	Flowers Davis, P.L.L...	20000 · Accounts Paya...		1,636.00			255,151.19
01/12/2026	13324	Ubeo Midco, LLC	20000 · Accounts Paya...		698.00			254,453.19
01/12/2026	13325	Maria Betancourt	20000 · Accounts Paya...	January 12, 20...	60.00			254,393.19
01/13/2026	13321	Carolina G. Martinez	-split-		724.49			253,668.70
01/13/2026	13322	Mary V McDonald	-split-		1,593.36			252,075.34
01/15/2026	ACH	WEX BANK	60090 · Fuel Expense		290.77			251,784.57
01/20/2026	ACH	Amazon.com	60220 · Office Supplie...	A3C0LXO8N5...	20.16			251,764.41
01/21/2026	ACH	PITNEY BOWES	60130 · Postage		300.00			251,464.41
01/26/2026	ACH	Intuit QB Payroll (M...	60070 · Dues & Subscr...		15.09			251,449.32
01/29/2026	13327	COFFEE CITY ECO...	20000 · Accounts Paya...	January 2026	5,558.89			245,890.43
01/29/2026	13328	Kevin Haughey	20000 · Accounts Paya...	Reimbursement	485.04			245,405.39
01/29/2026	13329	Verdant Commercial ...	20000 · Accounts Paya...	717-8253756-0...	194.72			245,210.67
01/30/2026			-split-	Deposit			677.66	245,888.33
01/30/2026			City Income:50030 · Fr...	Deposit			12,602.72	258,491.05
01/30/2026			-split-	Deposit			2,455.62	260,946.67
01/30/2026	13326	Mary V McDonald	-split-		1,593.37			259,353.30



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: 2-2-26
Proposed Event: Sunday Morning Service
Individual or Organization Requesting Use: All-Away Church TX
Address: 12118 18297 CR 1100 Flat TX 75742
Phone #: 903-343-8368
Time Event Starts: 8+ 1pm Time Event Ends: 1pm
Number of Attendees: 25 Equipment Used: Chairs
Will Alcohol be present at the event? (**BEER AND WINE ONLY**) 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.

Matthew Eitel

Matthew Eitel
SIGNATURE

2-2-26
DATE

APPROVED BY

DATE

For Office Use Only

Deposit: _____
Rental Fee: _____
Deposit Refunded: _____

Receipt #: _____
Receipt #: _____

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. ME (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. ME (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. ME (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. ME (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.

- 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. **ME (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. **ME (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. **ME (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. **ME (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. **ME (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. **ME (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. **ME (initial)**

- 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.

MS (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

Revised & Approved 6/09/2025

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.**

MS (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.

MS (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.

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.

MR (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.

MR (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)



COFFEE CITY COMMUNITY CENTER
LONG TERM RENTAL AGREEMENT

7019 Pleasant Ridge Rd.
Coffee City, Texas 75763

THIS AGREEMENT made this day 1st of March, 2026 and between City of Coffee City, herein called "Owner" and Matthew Eitel, Pastor and President for and on behalf of Alliance Church or any associated affiliated groups herein called the "Tenant".

Owner hereby agrees to rent to Tenant the Coffee City Community Center located at 7019 Pleasant Ridge Rd. in the City of Coffee City, State of Texas.

Commencing on the 1st of March, 2026 and ending on the 1st of March, 2027, at which time this agreement will be extended, re-negotiated or terminated. Owner rents the premises to Tenant on the following term and conditions.

RENT

Tenant agrees to pay Owner as base rent the sum of \$450.00 per month, due and payable monthly on or before the fifteenth of each month during the term of this agreement. If the rent has not been received withing 10 days of the due date a late penalty of \$10.00 per day will be assessed. Monthly rental fee includes the following scheduled days and hours.

- Sundays: 9:00 AM – 12:00 PM (3 hrs)
- Wednesdays: 5:30 PM – 8:30 PM (3 hrs)
- PLUS, and additional 16 hours to be used for additional church events. **The additional 16 hours MUST be approved by the City Secretary prior to the use of the community center and will be based on availability.**
- Any additional rental time needed and exceeds the monthly 40 hours will be based on availability and at a charge of \$100.00 per 4-hour increments.

_____(initial)

PAYMENT OF RENT

Monthly rent payments will be paid by check until the first check is dishonored and returned unpaid, then payment will be required in the form of a money order. Returned checks will be assessed a \$25.00 fee. Rent shall be made payable to the City of Coffee City and hand delivered or sent by mail at Tenant's risk) to the Owner at 7019 Pleasant Ridge Rd. Coffee City, Texas 75763. Any rents lost in the mail will be treated as if unpaid until received by Owner.

_____(initial)

APPLIANCES

The Coffee City Community Center is equipped with a full-service commercial style kitchen with the following appliances: Refrigerator and Stove. The tenant will be responsible for upkeep of these appliances during the occupation of the facility and will be held responsible for any damage. Minor appliances on the premises are provided solely for the convenience of the tenant. The tenant is responsible for ensuring proper use and cleaning these appliances after each use. _____(initial)

PERSONAL PROPERTY

Any personal property remaining on the premises when not in use by the Tenant is the responsibility of the Tenant. The tenant assumes sole responsibility to keep said personal property secured against the possibility of theft and/or damage. The owner will not assume any responsibility for any damage or theft of any person property that remains in the community center secured or unsecured.

_____(initial)

INTERIOR AND EXTERIOR BUILDING MAINTENANCE

It is the responsibility of the Owner to ensure that the interior and exterior of the physical property of the Community Center is in good repair. No signage may be affixed to the interior or exterior of the building without the express written permission from the Mayor and/or City Council of Coffee City, Texas.

_____(initial)

SECURITY

It is the responsibility of the Tenant to provide security for any and all functions and gatherings. The owner will not be responsible for any injury that occurs on the premises.

_____(initial)

USE

The Tenant agrees to use the Coffee City Community Center for church related or church sponsored events only. The tenant shall provide alternative contact information in the event of an emergency as follows:

Pastor: Matthew Eitel

Treasurer:

Tenant agrees to assume all responsibility for actions taken by any person entering the property. Owner will hold Tenant responsible for damages and violations against this facility/contract in accordance with the terms and specified time of occupancy of this agreement.

_____(initial)

PETS

No pet(s) other than certified service animals shall be brought onto the premises (even temporarily) without the express written permission of the Owner.

_____(initial)

SMOKING

The Tenant shall enforce a "NO SMOKING" policy withing the facility. The tenant shall be responsible for ensuring appropriate smoking containers are utilized and tobacco debris will be removed from the premises.

_____(initial)

NON-ASSIGNMENT OF RENTAL AGREEMENT

The Tenant agrees not to assign this agreement or to sub-let any party of the property without first requesting permission from the Mayor and/or City Council. Subletting or use by persons or groups other than those approved by the Owner and this agreement will result in a surcharge.

_____(initial)

ATTORNEY'S COST

If court action is sought by either party to enforce the provisions of the rental agreement, attorney's fees and cost may be awarded to the prevailing party in the court actions. _____(initial)

REPAIR POLICY

The Tenant shall use customary diligence in care of the premises. The City of Coffee City is responsible for any and all repairs. The Tenant shall give the City written notice of any repairs that are required within 5 days. The City will have ten (10) days to respond to the tenant regarding the scheduling of requested repairs and a timeline as to when the repairs will be completed. The tenant shall not direct any repairs be made to the facility without the express permission of the Mayor. Repairs made by the Tenant in the event of an emergency will be reimbursed by the City of Coffee City upon the receipt of payment to the repair company of invoice and cancelled check within 5 days. Under no circumstances shall the tenant request a reduced rental rate in exchange for repairs made to the Community Cener. The Tenant acknowledges responsibility for any damages caused by their negligence and that of their guests or invitees. _____(initial)

OCCUPANCY

Tenant to Maintain facility as follows:

1. Keep the premises in a clean and safe condition
2. Dispose all rubbish/garbage from the facility and other waste in a clean and safe manner.
3. Weekly sweeping and mopping
4. Cleaning of countertops and appliances
5. Tenant will not deliberately or negligently destroy, deface, damage, impair or remove any part of the premises or knowingly permit any person to do so.

Tenant warrants that he/she will meet above conditions in every respect aspect and acknowledges that failure to perform the obligations herein stipulated will result an additional cleaning charge of \$100.00 to cover owner cost for having the property cleaned and will be considered grounds for termination of this agreement and loss of any or all deposits.

_____(initial)

SECURITY DEPOSIT

The Tenant has/will deposit with/and the Owner will acknowledge receipt of \$300.00 as a Security Deposit. The Security Deposit is the guarantee the return of the premises to the Owner in the same or better condition as when accepted by the Tenant, reasonable wear excepted, and to satisfy any obligations of the Tenant unfulfilled at the termination of this Lease Agreement, as specified herein. Satisfactory compliance with this section includes removing all trash and belongings of the Tenant. The security deposit may not be applied by the tenant as payment for any rent due to Owner. Should the tenant be responsible for damage and/or loss of value to the premises greater than the value of the security deposit, the Tenant hereby agrees to reimburse the Owner for such loss immediately upon the presentation of a bill for said damage and/or loss. The Owner shall return the balance of said security deposit, if any, to the Tenant at the Tenant's forwarding address, upon vacation and return of keys to the Owner and termination of this contract according to other terms herein agreed. The deposit, if any, will be returned within thirty (30) days after the Tenant vacates the premises, along with an itemized statement as to the deductions, if any, from said security deposit.

Tenant hereby acknowledges that they have a legal obligation to pay their rent on time each and every month regardless of any other debts or responsibilities they may have. They agree that they will be fully liable for any back rent and/or late fess owed. They also acknowledge that defaulting on the Rental

Agreement could result in a judgement being filed against them and a lien being filed against their current and future assets and/or earning. _____(initial)

PLUMBING AND ELECTRICITY

Tenant agrees not to put or pour any debris, grease, paper towels, Q-tips, tampons, newspaper, food or any other matter in the sink drain or toilets. Tenant agrees to pay the full amount for all sewer cleaning services resulting from clogged sewer back-up as a result of Tenant misuse. _____(initial)

REMOVAL OF OWNER'S PROPERTY

If anyone removes any property belonging to the Owner without the express written consent of Owner this will constitute abandonment and surrender of the premises by the Tenant and termination by them of this Rental Agreement. Owner may also take further legal action. _____(initial)

TENANT INSURANCE

The Tenant agrees to hold the Owner harmless from any liability by reason of personal injuries to any person and for property damage occurring, about or connected with the premises or resulting from the Tenant use thereof. The Tenant hereby acknowledges this and agrees to make no such claims for any losses or damages against the Owner. The Tenant agrees to purchase insurance at their own expense sufficient to cover themselves and their property from damage or injury caused by fire, theft, burglary, breakage, and electrical connections and hereby relieves the Owner of all risks that may be insured thereunder. They acknowledge that if they fail to procure such insurance, it is their responsibility and they alone shall bear the consequences. _____(initial)

LOCK POLICY

No additional locks will be installed on any door without the written permission of Owner. The Tenant shall not duplicate or give out keys without the permission of the City Mayor and/or City Council. The Tenant is responsible for assigning keys and providing the City with a list of keyholder(s). _____(initial)

ALTERATIONS

Tenant shall make no permanent alterations, decoration, additions or improvements in or to the premises without the Owner's prior written consent. All alterations, additions, or improvements upon the premises made by either party shall become the property of Owner and shall remain upon and be surrendered with said premises, as a part thereof, at the end of the lease term.

The Tenant specifically agrees that no tacks, nails, screws, ect., will be driven into the walls nor will they be marred or torn by glue or tape. They also acknowledge that they will be responsible for and pay any damage done by rain, wind, hail, tornadoes, hurricanes, etc., if this damage is caused by leaving windows open or any damage caused by the Tenant through neglect during occupancy. _____(initial)

MAINTENANCE OF LAWNS

The Owner acknowledges that they are responsible for maintain the lawns and landscaping.

VEHICLE POLICY

The Tenant agrees that visitors to the facility will park in designated areas, in front of the Community Center and in the parking lot in front of and behind City Hall. Tenant must ensure that the Fire Department Bay doors remain open and unblocked. _____(initial)

UTILITES

Owner will be responsible for payment of all utilities, garbage, water and sewer charges, gas or other bills incurred.

VALIDITY OF LEAVE PROVISIONS

Any provision set forth in this Rental Agreement which is contrary to State Law, Owner and Tenant laws shall be treated by Owner and Tenant as and as if it were not set forth herein but all other provision of the Rental Agreement shall remain in full force and effect. The Owner reserves the right to enter the facility at reasonable times to inspect, make necessary repairs, supply services or show it to prospective renters of the facility. The Owner may also display notices and/or signage notifying that the facility is for rent by other individuals or companies. _____(initial)

PEST-CONTROL POLICY

Owner is responsible for any ongoing pest control service.

WAIVER

Tenant is responsible for obtaining appropriate waivers of liability for any injury that may occur on the premises by individuals participating in any event or service held by the Tenant if not covered by the Tenant's insurance. _____(initial)

LEGAL BINDING

Tenant hereby states that they have the legal rights to sign and to commit them to abide by this contract. _____(initial)

TERMS

In this agreement the singular number where used will include the plural, the masculine gender will include the feminine, the term Owner will include Owner, Tenant will include Lessee.

FULL DISCLOSURE

The Tenant signing this Rental Contract hereby state that all questions about this Rental Agreement have been answered, that they fully understand all the provisions of the agreement and the obligations and responsibilities of each party, as spelled out herein. They further sate that they agree to fulfill their obligations in every respect or suffer the full legal and financial consequences of their actions or lack of action in violation of this agreement. Signature by the Tenant on this Rental Agreement is acknowledgment and he/she has received a signed copy of the Rental Agreement. _____(initial)

ACCEPTED THIS _____ DAY OF _____, 2025

Owner/Agent for the City of Coffee City (Printed): _____

Owner/Agent for the City of Coffee City (Signature): _____

Tenant/Agent for the Alliance Church (Printed): _____

Tenant/Agent for the Alliance Church(Signature): _____

Incident Type Report (Summary)

Henderson County

Date Range: From 01/01/2026 to 01/31/2026

Agency: Coffee City VFD

Company: All Companies

Incident Type	Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire				
Totals	0	0.00%	\$0	0.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)				
Totals	0	0.00%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	8	57.14%	\$0	0.00%
Totals	8	57.14%	\$0	0.00%
4 Hazardous Condition (No Fire)				
444 Power line down	1	7.14%	\$0	0.00%
Totals	1	7.14%	\$0	0.00%
5 Service Call				
553 Public service	1	7.14%	\$0	0.00%
Totals	1	7.14%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & canceled en route	3	21.43%	\$0	0.00%
631 Authorized controlled burning	1	7.14%	\$0	0.00%
Totals	4	28.57%	\$0	0.00%
7 False Alarm & False Call				
Totals	0	0.00%	\$0	0.00%
8 Severe Weather & Natural Disaster				
Totals	0	0.00%	\$0	0.00%
9 Special Incident Type				
Totals	0	0.00%	\$0	0.00%
Totals	14		\$0	

Coffee City Fines Collected

FY 25-26

Month / Year	TOTAL COURT COLLECTION	Bldg Sec. Fund	Tech Fund	State Costs & Fees	LCCC Fund	LEA Transfer	Minus Other Court Costs	Total to General Fund
July	\$1,936.53	\$14.43	\$11.77	\$181.89	\$16.08	\$14.72	\$385.78	\$1,311.86
Aug.	\$1,066.50	\$6.61	\$8.82	\$207.86	\$4.71	\$10.99	\$379.74	\$447.77
Sept.	\$1,492.86	\$0.00	\$0.00	\$52.19	\$3.28	\$0.00	\$814.01	\$623.38
QRTLY	\$4,495.89		\$20.59	\$441.94	\$24.07	\$25.71	\$1,579.53	\$2,404.05
Oct.	\$589.30	\$3.76	\$3.89	\$81.88	\$4.00	\$4.90	\$0.00	\$490.87
Nov.	\$1,522.80	\$7.60	\$9.17	\$191.41	\$5.21	\$95.85	\$36.06	\$1,177.50
Dec.	\$740.81	\$0.09	\$0.12	\$2.65	\$0.09	\$0.15	\$326.01	\$411.70
QRTLY	\$2,852.91	\$11.45	\$13.18	\$275.94	\$9.30	\$100.90	\$362.07	\$2,080.07
Jan.	\$1,153.60	\$0.72	\$0.96	\$21.32	\$0.46	\$1.22	\$195.44	\$933.48
Feb.								\$0.00
Mar.								\$0.00
QRTLY	\$1,153.60	\$0.72	\$0.96	\$21.32	\$0.46	\$1.22	\$195.44	\$933.48
Apr.								\$0.00
May								\$0.00
Jun.								\$0.00
QRTLY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$8,502.40	\$12.17	\$34.73	\$739.20	\$33.83	\$127.83	\$2,137.04	\$5,417.60