



SENIOR CENTER • 405 S. SEGUIN ROAD
FACILITY RENTAL AGREEMENT

Converse City Hall, 406 S. Seguin, Converse TX 78109
Email: seniorcenter@conversetx.net / Fax: 210-659-0964

RENTER NAME (CONTACT PERSON): _____

ORGANIZATION: _____

PHONE NUMBER: _____ **EMAIL:** _____

MAILING ADDRESS: _____
PO Box/House Street Address City State Zip

Are you a Resident or an Organization Inside the City Limits of the City of Converse? Yes No

If Yes, what is your Physical Address? _____

| | | | | | | | |
|---|---|--|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| Rental Date: _____ | <input type="checkbox"/> Sun | <input type="checkbox"/> Mon | <input type="checkbox"/> Tue | <input type="checkbox"/> Wed | <input type="checkbox"/> Thu | <input type="checkbox"/> Fri | <input type="checkbox"/> Sat |
| Start Time: _____ | End Time: _____ | Estimated Number of Attendees: _____ | | | | | |
| Type of Event: | | | | | | | |
| <input type="checkbox"/> HOA Meeting | <input type="checkbox"/> Fundraiser/Benefit | <input type="checkbox"/> Civic Group Meeting | | | | | |
| <input type="checkbox"/> Training/Seminar | <input type="checkbox"/> Business Meeting | <input type="checkbox"/> Ceremonial Event | | | | | |
| <input type="checkbox"/> Other Use: _____ | | | | | | | |
| <i>(Other Uses Require Prior Authorization from City Manager)</i> | | | | | | | |

RENTAL USE POLICY & FEES: (Code of Ordinance, Chapter 2, Article VIII, Division 2 [Ord. No.104-2022])

Reservation of this facility is limited to local Non-Profit Organizations, Non-Profit Civic Groups and Foundations, Homeowners Associations, Businesses, and Converse Residents for conducting official business or for specific purposes. Other uses must be authorized by the City Manager.

- Option 1)** Rental of this facility is only available Monday through Thursday, for a maximum of four (4) hours between 5:00 p.m. and 9:00 p.m., for a Flat Fee of \$25.00 per use, with a Refundable Security Deposit of \$50.00 per use, unless specifically authorized by the City Manager.
- Option 2)** Organizations may request to the City Manager to use this facility outside the permitted hours and days for a rental fee of \$25.00 per hour; with a Refundable Security Deposit of \$250.00.

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- 1) Reservations are made on a space available, first-come, first-serve basis.
 - 2) Reservations may be cancelled by the city manager, or his designee, if the equipment or facilities are required for an official city function.
 - 3) Smoking and Possession or Consumption of Alcoholic Beverages is Prohibited in Facility.
 - 4) Political activity prohibited.
 - 5) Nails, Staples, Duct Tape or Thump-tacks shall not be used in facility to decorate, hang banners, balloons, streamers, or other decorations.
 - 6) Do not tamper with Central A/C and Heating System controls.

- 7) No additional tables, chairs, or other furniture or equipment will be provided by the city for your use of this facility. All furniture, tables, chairs (inside and outside) of facility shall be placed back to its originating location immediately after the end of use.
- 8) All equipment and supplies provided by the permit holder must be removed prior to the closing of the property.
- 9) Cleaning of Facility must be done immediately after the event has ended. All tables, chairs, floors and any furnishings within and outside the facility must be cleaned and clear of any trash, food, or any materials or products used to decorate. All trash must be removed and placed in proper trash receptacles.
- 10) **Key to Facility must be picked up no sooner than the same date of rental, during regular business hours, 8:00am – 5:00pm, to access the facility on the date of usage. Key must be dropped in the Secured Dropbox located in front of City Hall by end of event.**
- 11) Applicant forfeits the Security Deposit Fee, if applicable, when cancellation of reservation is made within five (5) calendar days from the date of event booked.
- 12) A Security Deposit of \$250.00 is to be paid in full at time of reservation. The security deposit may be refunded pending inspection of property after the event. Refund checks will be issued 7 – 10 business days after event. If damages occur to the facility or furnishings within the facility, or if permit holder loses the keys to the facility, the city will not refund the deposit; and the permit holder will also be responsible for all costs of repair to those damages incurred, including replacement, labor and materials costs. The city shall invoice permit holder of damages incurred.
- 13) If applicable, an On-Call Fee of \$50.00 (non-refundable) will be charged in any case where renter contacts on-call city personnel for access to facility at any time after regular business hours, or for any reason that was preventable by the permit holder.
- 14) Uses by For-Profit Individuals and Organizations in pursuit of economic development, must be authorized by the city manager, by which a report of such the use and rationale for the authorization is to be reported to the city council at the next available city council meeting.
- 15) Renter shall have no expectation of privacy while using facility. All meetings in facility shall be open to the public and subject to monitoring to ensure compliance with this policy.
- 16) Any person who is convicted in a court of competent jurisdiction of violating this division or any portion thereof shall be fined a sum of money not exceeding \$500.00. Each violation shall be considered a separate offense and punishable accordingly.

I, _____, am at least 21 years of age; and I understand and agree to the Rules, Policies, Restrictions and Fees established for the Use and Rental of the Senior Center Facility located at 405 S. Seguin Rd, Converse, Texas 78109.

Signature

Date

FOR CITY USE ONLY:

Payment of fees are due immediately upon verification and availability of facility. No Holds!

| OPTION 1 | FEES | OPTION 2 | FEES |
|--------------------------|-----------|-------------------------|-----------|
| Rental (Flat) Fee: | \$ 25.00 | Rental Fee (PER HOUR) | \$ 25.00 |
| Security Deposit: | \$ 50.00 | Number of Hours (x) | |
| | | Rental Fee Amount Due: | \$ |
| | | Security Deposit: | \$ 250.00 |
| | | | |
| Total Amount Due: | \$ | Total Amount Due | \$ |

Availability Verified by City Secretary's Office: _____ Date: _____

Approval/Authorized Use by City Manager's Office: _____ Date: _____

Total Amount Due: _____ Payment Accepted by: _____ Date: _____