

COMMUNITY CENTER RESERVATION FORM *Revised 1/25/24

11975 Dorrance, Meadows Place 77477

Reservations must be made in advance and in person at City Hall M - F, 8:30am - 4 pm (excluding holidays).

To rent the Community Center, a rental fee must be paid at time of reservation;

A refundable cash deposit, must be paid at key pick up on the last business day prior to your rental.

You may NOT enter the facility until the day and time of your rental.

Read **RULES FOR USE** carefully.

Key must be returned to Meadows Place City Hall the first business day following rental (drop box okay over weekends).

Address, City, State: Person to Pick up Key / Deposit:								
Community Center No alcohol Community Center No alcohol S395 Rental Fee (paid at time of key pick up) S390 Cash Deposit (refundable, paid with reservation) Community Center With alcohol Community Center With alcohol Ce Maker/Cooler Rental S25 S25 Print Name: Cell: Other Phone: Cother Phone: Cother Phone: Cell: Other Phone: Cother Phon	Deposit/Rental Fees			Resident *		Non-Resident		
Community Center With alcohol (paid at time of key pick up) \$300 Cash Deposit (refundable, paid with reservation) (paid at time of key pick up) \$475 Cash Deposit (refundable, paid with reservation) (paid at time of key pick up) \$475 Cash Deposit (refundable, paid with reservation) (paid at time of key pick up) \$475 Cash Deposit (refundable, paid with reservation) (paid at time of key pick up) \$475 Cash Deposit (refundable, paid with reservation) (paid at time of key pick up) \$475 Cash Deposit (refundable, paid with reservation) (paid at time of key pick up) \$475 Cash Deposit (refundable, paid with reservation) (paid at time of key pick up) \$475 Cash Deposit (refundable, paid with reservation) (paid at time of key pick up) \$475 Cash Deposit (refundable, paid with reservation) (paid at time of key pick up) \$475 Cash Deposit (refundable, paid with reservation) (paid at time of key pick up) \$475 Cash Only (paid at time of key pick up) \$475 Cash Only (paid at time of key pick up) \$475 Cash Only (paid at time of key pick up) \$475 Cash Only (paid at time of key pick up) \$475 Cash Only (paid at time of key pick up) \$425 \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$25 Cash Only (paid at time of key pick up) \$425 \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$25 Cash Only (paid at time of key pick up) \$425 \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$25 \$26 \$27 \$28 \$29 \$29 \$29 \$20 \$20 \$20 \$20 \$20	•			(paid at time of key pick up) \$200 Cash Deposit		(paid at time of key pick up) \$375 Cash Deposit		
Print Name: Address, City, State: Email: Person to Pick up Key / Deposit: Event Date: Rental Time: Number of People Attending: / NOT to exceed code I, (print name), VERIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT AND THAT I HAVE RECEIVED AND READ A COPY OF THE RENTAL POLICY (RULES & REGULATIONS) FOR USE OF THE CITY OF MEADOWS PLACE COMMUNITY CENTER. FURTHERMORE I AGREE TO ABIDE BY THEM. I FURTHER AGREE TO BE PRESENT DURING THE TIME I HAVE RESERVED. I UNDERSTAND THAT THE CITY OF MEADOWS PLACE SHALL NOT BE RESPONSIBLE FOR LOSS OF PROPERTY OR PERSONAL INJURY SUSTAINED BY USERS OF THE COMMUNITY CENTER AND TO THE PERSON AND PROPERTY OF ALL USERS AND SPECTATORS. FAILURE TO FOLLOW ALL RULES WILL RESULT IN FORFEITURE OF DEPOSIT. SIGNATURE: Office Use Only 1 Rental Fee \$ Cash Moly Credit Auth # Rules Cash Deposit \$ Cash Only Key Pick Up Key Color!# Received 4 Key Return Key Received Further Machine: Cleaning Scheduled:				(paid at time of key pick up) \$300 Cash Deposit		(paid at time of key pick up) \$475 Cash Deposit		
Address, City, State: Person to Pick up Key / Deposit:	Ice Maker/Cooler Rental			\$25		\$25		
Address, City, State: Person to Pick up Key / Deposit:								
Person to Pick up Key / Deposit: Event Date: Rental Time: am/pm UNTIL am/pm Type of Function: Number of People Attending: / NOT to exceed code I,	Print Name:			Cell:		Other Phone:		
Event Date: Rental Time: am/pm UNTIL am/pm Type of Function: Number of People Attending: / NOT to exceed code I,	Address, City, State:							
Number of People Attending: / NOT to exceed code I,	Email:	nail: Person to Pick up Key / Deposit:						
I, (print name), VERIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT AND THAT I HAVE RECEIVED AND READ A COPY OF THE RENTAL POLICY (RULES & REGULATIONS) FOR USE OF THE CITY OF MEADOWS PLACE COMMUNITY CENTER. FURTHERMORE I AGREE TO ABIDE BY THEM. I FURTHER AGREE TO BE PRESENT DURING THE TIME I HAVE RESERVED. I UNDERSTAND THAT THE CITY OF MEADOWS PLACE SHALL NOT BE RESPONSIBLE FOR LOSS OF PROPERTY OR PERSONAL INJURY SUSTAINED BY USERS OF THE COMMUNITY CENTER AND TO THE PERSON AND PROPERTY OF ALL USERS AND SPECTATORS. FAILURE TO FOLLOW ALL RULES WILL RESULT IN FORFEITURE OF DEPOSIT. SIGNATURE: Office Use Only 1 Rental Fee \$ Copy of DL Cash/ MO/Credit Auth # Rules Received 2 Cash Deposit \$ Cash Only 3 Key Pick Up Key Color/# Key Received 4 Key Return key Color/# 5 Deposit Return \$ Cash Only Park Staff Notification for Ice Machine: Cleaning Scheduled:	Event Date:			Rental Time: am/pm UNTIL ar			am/pm	
ARE TRUE AND CORRECT AND THAT I HAVE RECEIVED AND READ A COPY OF THE RENTAL POLICY (RULES & REGULATIONS) FOR USE OF THE CITY OF MEADOWS PLACE COMMUNITY CENTER. FURTHERMORE I AGREE TO ABIDE BY THEM. I FURTHER AGREE TO BE PRESENT DURING THE TIME I HAVE RESERVED. I UNDERSTAND THAT THE CITY OF MEADOWS PLACE SHALL NOT BE RESPONSIBLE FOR LOSS OF PROPERTY OR PERSONAL INJURY SUSTAINED BY USERS OF THE COMMUNITY CENTER AND TO THE PERSON AND PROPERTY OF ALL USERS AND SPECTATORS. FAILURE TO FOLLOW ALL RULES WILL RESULT IN FORFEITURE OF DEPOSIT. SIGNATURE: Office Use Only 1 Rental Fee \$ Copy of DL Cash / MO / Credit Auth # Received 2 Cash Deposit \$ Cash Only 3 Key Pick Up Key Color/# 4 Key Return Key Color/# 5 Deposit Return \$ Cash Only Park Staff Notification for Ice Machine: Cleaning Scheduled:	Type of	f Function:		Number of People Attending: / NOT to exceed code				
Office Use Only Date↓ Renter's Initial↓ Staff Initial↓ 1 Rental Fee \$ Copy of DL Cash / MO /Credit Auth # Rules Received 2 Cash Deposit \$ Cash Only Key Received 3 Key Pick Up Key Color/# Key Received 4 Key Return Key Color/# Deposit Refunded 5 Deposit Return \$ Cash Only Deposit Refunded Park Staff Notification for Ice Machine : Cleaning Scheduled:	I,							
1 Rental Fee \$ Copy of DL Rules Received 2 Cash Deposit \$ Cash Only 3 Key Pick Up Key Color/# Key Received 4 Key Return Key Color/# 5 Deposit Return \$ Cash Only Park Staff Notification for Ice Machine: Cleaning Scheduled:	SIGNATURE: DATE & TIME:							
Cash Deposit \$ Cash Only	0	ffice Use Only			Date↓	Renter's Initial↓	Staff Initial↓	
3 Key Pick Up Key Color/# Key Received 4 Key Return Key Color/# 5 Deposit Return \$ Cash Only Deposit Refunded Park Staff Notification for Ice Machine: Cleaning Scheduled:	1	Rental Fee	\$					
4 Key Return key Color/# 5 Deposit Return \$ Cash Only Park Staff Notification for Ice Machine: Cleaning Scheduled:	_	·	\$			Kov		
5 Deposit Return \$ Cash Only Park Staff Notification for Ice Machine: Cash Only Cash Only Cleaning Scheduled:	3	Key Pick Up		Key Color/#		'		
Park Staff Notification for Ice Machine : Cleaning Scheduled:	4	Key Return		кеу Color/#				
	5	Deposit Return	\$	Cash Only				
Post Rental Inspection: OKAY TO REFLIND DEPOSIT DO NOT DEFLIND DEPOSIT and attached	Park Staff Notification for Ice Machine : Cleaning Scheduled:							
T OST MERICAL HISPECTION. ONAT TO NEI OND DEPOSIT DO NOT NEFUND DEPOSIT - See attached								

^{*} Resident - COMP property owner / renter in good financial standing with COMP. Govt ID with property address required.