

# COMMUNITY CENTER RESERVATION FORM \*Revised 7/25/24

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).

Deposit/Rental Fees	Resident *	Non-Resident
<b>Community Center No alcohol</b>	<b>\$395 Rental Fee</b> (paid at time of reservation) <b>\$200 Cash Deposit</b> (refundable, paid when pick up key)	<b>\$575 Rental Fee</b> (paid at time of reservation) <b>\$375 Cash Deposit</b> (refundable, paid when pick up key)
<b>Community Center With alcohol</b>	<b>\$495 Rental Fee</b> (paid at time of reservation) <b>\$300 Cash Deposit</b> (refundable, paid when pick up key)	<b>\$675 Rental Fee</b> (paid at time of reservation) <b>\$475 Cash Deposit</b> (refundable, paid when pick up key)
<b>Ice Maker/Cooler Rental</b>	<b>\$25</b>	<b>\$25</b>

Print Name:	Cell:	Other Phone:
Address, City, State:		
Email:	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), **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:**

**DATE & TIME:**

Office Use Only			Date ↓	Renter's Initial ↓	Staff Initial ↓
1	Rental Fee	\$		Rules Received	
2	Cash Deposit	\$			
3	Key Pick Up			Key Received	
4	Key Return				
5	Deposit Return	\$		Deposit Refunded	

Park Staff Notification for Ice Machine :	Cleaning Scheduled:
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Post Rental Inspection: <b>OKAY TO REFUND DEPOSIT</b>	<b>DO NOT REFUND DEPOSIT - see attached</b>
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\* Resident - COMP property owner / renter in good financial standing with COMP. Govt ID with property address required.