

PERSONAL USAGE PERMIT FOR THE YANTIS COMMUNITY CENTER

RESERVING BUILDING

Reservations will be made by calling Yantis City Hall at (903) 383-2610. All reservations will be on a “first-come first-served” basis and NO DISCRIMINATION will be made as to who can and cannot use the building. The Yantis Community Center is primarily for use by the citizens of the City of Yantis. These citizens shall have preference over applicants from outside these areas.

FEES

A **\$50.00 deposit** will be required of all individuals and/or organizations wishing to use the Center. The deposit will be refunded to individuals after (within four working days) the key is returned and the Site Manager has inspected the building.

HOURLY RATE: \$10.00 per hour *(Time starts when you enter the building and ends when you exit the building. Therefore, include your set-up and clean-up time)*

SPECIAL FEES to be acted on by the Yantis City Council.

Key to the building can be picked up on the Thursday before your reserved date by 2:00 pm and Yantis City Hall. Please return the key on the day of your event in the night-drop box on the Yantis City Hall building.

NO SMOKING

In consideration of people with allergies and breathing problems, people who do not smoke, fire hazards, and the overall atmosphere inside of the Center there will be no smoking in the Yantis Community Center.

NO ALCOHOLIC BEVERAGES

KITCHEN USE

Only the heating of foods will be permitted. (Unless otherwise approved by the Yantis City Council)

No food is to be left in the refrigerator, and no garbage is to be left in the building. All garbage/trash must be bagged and placed in the dumpster on the west end of the City Hall building. (This includes trash in restrooms.)

In the event the kitchen is used, you must provide your own dish clothes/towels.

CLEANING

The building is to be left clean and as you found it. That includes cleaning the kitchen, if used, sweeping, mopping, and vacuuming the floors, putting all tables and chairs back to their original place, and cleaning the restrooms. Parking lot and drive-through areas must be left free of debris. **Cleaning supplies are NOT provided. There is a vacuum cleaner, mop, mop bucket and broom.** All trash should be bagged and removed from the building. Bags can be placed in the dumpster on the west side of Yantis City Hall building.

MISCELLANEOUS

ABSOLUTELY NOTHING shall be taped, nailed, or attached in any fashion to walls, windows, ceilings or floors except in designated areas.

Thermostat setting is to be returned to the setting you found before the event.

No car washing will be allowed on the premises.

In the event your time exceeds the number of hours you paid for an additional \$25.00 per hour will be charged. (Rounded to the next hour.)

The City of Yantis shall exercise the right to approve or reject, with just cause, the rental of building to any individual or group.

DEPOSIT AND RENTAL FEE MUST BE PAID IN ADVANCE OF USE OF THE BUILDING. PLEASE MAKE TWO CHECKS, ONE FOR THE DEPOSIT AND ONE FOR THE RENTAL FEE. THE DEPOSIT CHECK WILL BE MAILED BACK TO YOU AFTER THE COMMUNITY CENTER IS INSPECTED AND FOUND IN ACCEPTABLE CONDITION.

BE CERTAIN THAT EVERY PERSON WHO IS ENGAGED IN SERVING, CLEANING, ETC. IS SHOWN AND IS MADE TO UNDERSTAND THESE REGULATIONS.

**RENTAL AGREEMENT FOR THE USE OF
YANTIS COMMUNITY CENTER**

I, _____, the undersigned, enter into this agreement with the City of Yantis to secure the use of the Yantis Community Center. I agree that my \$50.00 deposit will be held until the Site Manager has deemed the properties in good condition and after rental fees have been satisfactorily settled.

In the event of property damage and/or failure to leave the building/grounds in satisfactory condition, money will be deducted from my deposit. If property damage and/or fees exceed the amount of my deposit, I hereby pledge to pay the difference.

My signature indicates I understand all provisions for the use of the Yantis Community Center and I will abide by them.

SIGNED _____

PLEASE PRINT

REQUESTED DATE _____ TIME _____

WHAT TYPE OF EVENT ARE YOU PLANNING _____

NAME _____ PHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

For Office Use Only

DATE OF DEPOSIT _____ AMOUNT _____

RENTAL FEE DUE: \$10.00 X _____ HOURS

TOTAL RENTAL FEE PAID _____ DATE _____

RECEIVED BY _____ DATE _____