

**LARK COMMUNITY CENTER  
RENTAL CONTRACT**

NAME: Ana M. Gonzalez DATE: 1/12/18  
 BUS. / ORGANIZATION: Hidalgo County Precinct 4  
 ADDRESS: 1051 N. Doolittle Rd. EDINBURG, TX 78542  
 PHONE: Work: 956-383-5112 Home: \_\_\_\_\_ Cell: \_\_\_\_\_

**FACILITY REQUESTED:**

Select	Room	Capacity	Resident Fee	Non-Resident Fee
	Green Jay Room (no kitchen access, no alcohol permitted)	30	\$40 per hr	\$45 per hr
<input checked="" type="checkbox"/>	Exercise Room (no kitchen access, no alcohol permitted)	75	\$200 first 2 hrs \$75 ea extra hr	\$230 first 2 hrs \$85 ea extra hr
	Celebration Hall & Kitchen	95	\$250 first 2 hrs \$75 ea extra hr	\$285 first 2 hrs \$85 ea extra hr
	Gym, Celebration Hall & Kitchen (3:00 p.m. - 12:00 a.m.)	544	\$750 per day \$100 ea extra hr	\$850 per day \$115 ea extra hr
	Gymnasium	544	\$400 first 4 hrs \$100 ea extra hr	\$450 first 4 hrs \$115 ea extra hr
	Kitchen (optional)		\$40 per hr	\$45 per hr
	Lark Building (Full Day 8:00a-5:00p)		\$1,500 per day	\$1,725 per day

**Valley Metro Security LLC**  
 12513 Bail Bond Drive  
 Edinburg, Texas 78542  
 Telephone: 956-287-7600

Event Date: 1/21/2018 Event Time: Open 6:00p \*Close 8:00pm  
 \* Includes Clean-Up Time.  
 Number of People Expected: 100 Purpose of Event: Town Hall Meeting  
 Rental Fee: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_ Total Fee: \$ \_\_\_\_\_  
 (50% of total) (Deposit plus, Rental)

**EQUIPMENT NEEDED:**

Round Tables: (12- 61 in.).....  
 Rectangle Tables: (20- 8'x29 1/2") .....  
 Classroom Tables: (15-6'x18").....  
 Card Tables: (12- 3'x3').....  
 #Chairs :( 200).....  
 Gym Layout:.....

*Additional Tables & Chairs needed must be rented.*

The representative requesting use of the above facility assumes full responsibility for the observance of all rules and for any damage to the property or equipment they cause by misuse. Each group using the facility is responsible for **general clean up after their activities**. Please report anything not in order to the Community Center Director at 681-3360. Also, please contact our office and give us one-week prior notice should your group need any special assistance. City parks and facilities may not be used for commercial purposes.

Signature \_\_\_\_\_  
 Issued By: 

Date: \_\_\_\_\_  
 Date: 1-17-18

## RENTAL RULES

- \_\_\_\_\_\*Reservations are made on a first come first serve basis and must be made through the community center office. **A deposit equal to 50% of the total rental fee must be paid** when the reservation is made and will remain as a *damage deposit*. Deposit is separate from the rental & security fees, and all must be paid in full 30 days prior to event/function date.
- \_\_\_\_\_\*Reservations will **not be accepted more than one year** in advance of the event/function date.
- \_\_\_\_\_\***The total amount of the rental must be paid at least 30 days prior to the reserved date.** If a reservation is made less than 30 days prior to the event/function, then the **entire rental amount, security fee and deposit** is due at the time the reservation is made.
- \_\_\_\_\_\*If fees are not paid on time, the reservation will be cancelled and any amounts previously paid will be returned to the lessee, less the security deposit and a \$10 service charge as per city policy.
- \_\_\_\_\_\*Cancellations must be received at least **90 days prior to the event** to avoid forfeiture of deposit. A \$10 fee will be charged for all cancellations. **Facility/date changes** must be received at least **30 days prior to the rental** to avoid forfeiture of deposit. **Reservations made fewer than 30 days** from event date will **automatically forfeit deposit** if cancellation or facility/date change is requested.
- \_\_\_\_\_\*All refunds including deposits will take 30 to 60 days to process if paid with check or cash. If paid by credit card, fees will be refunded to original card used within 5-8 business days.
- \_\_\_\_\_\*Renters cannot charge admission to patrons attending their event/function without prior approval of the Director of Parks and Recreation.
- \_\_\_\_\_\*While alcoholic beverages may be consumed in conjunction with facility rentals, **renters may not sell** alcoholic beverages on the premises under any circumstances.
- \_\_\_\_\_\*No lit objects such as candles, or burners permitted. Wall decorations are allowed in the building with the exception of posters and confetti. (The decorations must be centerpieces or be set on tables not on walls).
- \_\_\_\_\_\*No helium balloons permitted.
- \_\_\_\_\_\***Security personnel required as follows:**
- **Rentals occurring outside of normal business hours require at least one security personnel.**
  - **If dancing or alcoholic beverages are present, the rental requires two security personnel.**
  - **All Gymnasium rentals require two security personnel.**
  - Security personnel will be scheduled based on event's estimated start time.
  - A rental (excluding the gymnasium) occurring during regular business hours, that neither involves dancing nor has alcohol present, will not require scheduling of security personnel.

### *No Smoking in Building. City Code Chapter 17*

- \_\_\_\_\_\*The Community Center Manager is authorized to immediately evict any lessee from the premises for any violation of policy or practice which is not in the best interest of the City of McAllen.
- \_\_\_\_\_\*The Community Center Manager has complete discretion with regard to all equipment and decorations brought into the community center, as well as the volume of music or any other noise producing activities that may be conducted within the center.
- \_\_\_\_\_\***The Gym, Celebration Hall & Kitchen rental** from 3:00 p.m. to 12:00 a.m. can allow for additional hours for setup or cleanup but must be pre-arranged with the Community Center Manager at the time of reservation. Additional time will be charged at Gymnasium extra hour rate.
- \_\_\_\_\_\*Event time opening and closing includes set-up and clean-up time. Additional time will be charged at extra hour room rate.
- \_\_\_\_\_\*Rental of other facilities within the community center may be allowed at the discretion of the Community Center Manager and within the price structure set by the City.
- \_\_\_\_\_\*Renter is required to leave facility in original condition when rented. **All floors must be swept, spills mopped, trash picked up and disposed of. Kitchen floors must be mopped, and counters wiped down. All marks on walls must be removed. Center will provide cleaning supplies.**

Renter hereby indemnifies and holds harmless the City of McAllen, its agents and employees from any and all liability resulting from damages, actions, suits, or claims arising out of or in connection with any damage to any property or any injury or death caused to any person by Renter's use of the Space, including any acts or omissions on the part of Renter, its employees, officers, directors, independent contractors, or other agents whether such liability is caused by accident, third party negligence or negligence of any of the entities or persons named above. Renter shall notify City of McAllen of any damage or injury of which it has knowledge in, to, or near the Space, regardless of the cause of such damage or injury. All policies and fees contained herein may be changed from time to time by minute order of the McAllen City Commission.

*I have read and agree to abide by the rules stated on this rental form.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date