

EASTON COMMUNITY CENTER  
RENTAL AGREEMENT  
OFFICE HOURS

PO BOX 8126  
LONGVIEW, TEXAS 75607  
RENTAL AGREEMENT  
OFFICE HOUR  
(903) 643-7819  
www.cityofeaston.com

MON-THURS  
8:00 AM-2:00PM  
KEYS MUST BE PICKED  
and RETURNED  
DURING  
OFFICE HRS

**Office Use Only**

Date of Fee/Deposit \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Deposit: \$ \_\_\_\_\_

Date Deposit Returned: \_\_\_\_\_

Date Keys Picked Up: \_\_\_\_\_

Date Keys Returned: \_\_\_\_\_

Photo ID Required

CITY OF EASTON; COMMUNITY CENTER

RENTAL FEES \$200.00  
REFUNDABLE DEPOSIT \$100.00

\*\*\*\*\*

RENTER NAME: \_\_\_\_\_ PH#: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

ADDRESS \_\_\_\_\_ (NO P.O. BOX #)  
Street City State Zip

DATE RESERVED: \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_

Is this an annual reservation: YES or NO (Circle One)

HAVE YOU EVER RENTED THE COMMUNITY BUILDING?  
YES \_\_\_\_\_ NO \_\_\_\_\_ IF SO GIVE THE DATE: \_\_\_\_\_

Identification Type: \_\_\_\_\_ (Must match the name of the person on rental agreement).

\*Signature means you agree with the RULES and WAIVER (See Attachment).

\_\_\_\_\_  
SIGNATURE DATE

## EASTON COMMUNITY CENTER

### RENTAL AGREEMENT

#### OFFICE HOURS

### CITY OF EASTON; COMMUNITY CENTER RULES

1. Building must be left clean and no items missing to get deposit refunded.
2. **RENTAL OF THE BUILDING IS UNTIL 2:00 a.m.**
3. Do not put anything on the walls or ceiling with staples, thumb tacks, or nails! You must use **scotch tape only**. All tape must be removed when your function is over. Please bring a ladder to put up and take down decorations. **DO NOT STAND ON TABLES OR CHAIRS...NO EXCEPTIONS!**
4. NO SMOKING IN THE BUILDING
5. NO ALCOHOL OR DRUGS allowed in the building or on the grounds. If alcohol or drugs are found, your deposit will not be refunded.
6. DO NOT DRAG TABLE, CHAIRS across the floor. (DEPOSIT WILL NOT BE RETURNED IF FLOORS ARE SCUFFED & SCARED. DO NOT USE BLEACH OR DIRTY WATER WHEN CLEANING FLOORS).
7. Bring keys back to CITY OF EASTON; CITY HALL during regular business hours. **Monday-Thursday (8:00 AM-2:00 PM)**
8. Empty all trash cans and replace with liners if available.
9. Do not use any cleaner in the oven. It is a self-cleaning oven.
10. Please be sure the scoop to the ice machine is left on the top of the ice machine...**NOT INSIDE.**
11. **MAKE MONEY ORDERS or CHECKS PAYABLE TO: CITY OF EASTON**
12. If for any reason cancellation is necessary, you must give a **10 Day** advance notice. **Failure to communicate will deny the return of your security deposit.**
13. If any damage is found in the building after renting, **the renter will be held responsible for ALL repairs at renter expense.**

**The \$100.00 security deposit is due at the time of building reservation.** You will be fully funded your security deposit when/if you adhere to all rules and regulations.

**The rent is \$200.00 and is due before the key is issued.** It is the renter's responsibility to make arrangements to pick up the key the day before the scheduled event.

(Weekend functions: Pick-up key the Thursday or Friday before your scheduled event).

For your convenience the entire fee of \$300.00 can be paid when reserving the building. By signing the application attached, you are waiving **THE CITY OF EASTON** of any and all negligence and responsibility to any injured party affiliated or in attendance at your function.

**WE WILL NOT RENT TO ANYONE UNDER THE AGE OF 21 WITHOUT ADULT SUPERVISION.**

**IF FOR ANY REASON ITEMS ARE MISSING OR THE BUILDING IS LEFT IN ANY CONDITION OTHER THAN THE WAY YOU FOUND IT, YOUR DEPOSIT WILL NOT BE REFUNDED AND FUTURE USE WILL BE PROHIBITED. THE BUILDING IS FOR COMMUNITY USE AND MUST BE KEPT IN GOOD CONDITION.**

***THE RUSK COUNTY AND/OR GREGG SHERIFF'S DEPARTMENT MAY BE NOTIFIED WHEN THE BUILDING IS IN USE. THE USE OF ALCOHOL, SMOKING, AND DRUGS IS STRICTLY PROHIBITED AND WILL BE ENFORCED BY THE SHERIFF'S OFFICE. THIS IS A NECESSARY PRECAUTION FOR YOU AND GUESTS SAFETY AND THAT OF THE SURROUNDING COMMUNITY!***

#### OFFICE HOURS

MONDAY-THURSDAY

8:00 AM- 2:00 PM

**KEYS MUST BE PICK-UP AND DROPPED OFF DURING REGULAR OFFICE HOURS**

Please retain this page for your reference

## EASTON COMMUNITY CENTER

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<b>COMMUNITY CENTER CLEANING CHECKLIST</b>	We hope you have enjoyed the use of the Center. In an effort to ensure everyone enjoys the facility, we will complete the following checklist. Our staff will withhold any cost associated with cleaning or repairs related to your scheduled event.		
	CHECKED BY RENTER		STAFF RECHECK
	<b>OK (√)</b>	<b>Not OK (X) Comment</b>	
<b>KITCHEN</b>			
Stove/Oven			
Refrigerator			
Cabinets/Counters/Walls/Windows			
Doors/Locks/Floors/Trash			
<b>BATHROOM 1 AND 2</b>			
Sinks/Toilets/Floors/Trash			
Walls/Windows			
<b>LARGE ROOM</b>			
Floors/Ceiling/Walls			
Windows/Doors/Locks/Hardware			
Decorations and Tape, removed			
<b>OUTDOORS/INDOOR GARBAGE</b>			
Remove all trash and take with you			
<b>SUPPLIES ON HAND</b>			
Mop (1) Mop Bucket (1)			
Toilet Brush (1)			
Broom (1 sweep)			
Dust pan			

**Your Security  
Deposit will be  
returned after an  
inspection has been  
completed.**

Rental Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Renters: \_\_\_\_\_

*(Print) First Name*                      *Last Name*

  
  

\_\_\_\_\_

*(Renter's Signature)* *(Date)*