

# Community Center Facility Information

*Maximum Occupancy 102*

715 S Park St.  
Pecos, Texas  
79772

## Amenities

The Town of Pecos City Community Center offers the following amenities for your rental needs:

- 12 Plastic Rectangle Folding Tables (6 ft)
- 49 Chairs Stackable
- Refrigerator

Between the hours of 8:00 am -5:00 pm please contact City Hall at 432.445.2421 for any questions or concerns. For emergencies after 5:00 pm please call 432.445.4911.

## Community Center Fees

The community center will be available for an all-day fee of \$250.00 and a deposit of \$150.00. The deposit is refundable as long as the Community Center is cleaned and there are no damages to the building. The deposit and rental fee will be due as soon as our office receives the application. We accept cash, check, or credit card/debit card. Please note a 3% processing fee will apply for any card transactions. All events must conclude at 12:00 am (midnight).

## **Facility Rental, Damage, and Cleaning Deposit:**

Damage deposits are 100 % refundable provided the following conditions are met:

- ❖ The room and facility (including the outside area) are left properly cleaned and in an orderly manner per the Facility Procedures Checklist
- ❖ All equipment is accounted for and undamaged
- ❖ Damages to the area or its contents have not occurred
- ❖ All rules and regulations governing alcohol and smoking are adhered to

- ❖ All rules and regulations of Town of Pecos City facilities are met
- ❖ All doors are closed and locked
- ❖ The walls of the interior are undamaged

If the above conditions are not met to the satisfaction of City Staff, an appropriate fee will be deducted from the damage deposit. If the cost of cleaning and/or repair of the facility exceeds the amount of the damage deposit, the rental group will be billed for those additional costs. Deposits will be refunded via check within 30 days after the event.

### **Cancellation Policy**

All reservation cancellations must be made in writing or by email. Cancellations made within 5 business days before the event will result in a full refund of the fee (s) paid. Deposits are not refundable if notice is received within the 5 business days of the rental.

### **Termination Policy**

All Town of Pecos City Codes and Ordinances will be in effect and enforced at all Town of Pecos City facilities. There are regulations governing sound and noise levels, pets, animals, parking, vehicle access, weapon possession, etc. These codes can be viewed online at [www.pecostx.gov](http://www.pecostx.gov). Town of Pecos City reserves the right to terminate your event if City Staff, in good faith, perceives that you or your guests pose a risk to the safety of the persons or property on the premises or that you or your guest are violating local, state, or federal laws. If and when the Pecos Police Department terminates your event, you and your guests must leave the premises immediately, and you will not receive a refund of your rental fee and deposit. You will be responsible for the prompt removal of any personal items brought to the event.

## Rules & Regulations

1. The individual that fills out the agreement is the ONLY person allowed to pick up the Community Center keys.
2. The Community Center must be left as it was found. Tables and chairs must be properly cleaned and stacked.
3. Remove all trash, paper, cans, etc. From restroom floors, commodes, sinks, and tables.
4. Clean-up up includes mopping and sweeping. Clean-up must be done as soon as the event is over.
5. When closing the building make sure all doors are locked and all lights are turned off.
6. Keys must be dropped in a drop box located at the community center after the event or a \$75 penalty charge PER day if it is late will be taken from your deposit. Lost keys will incur a charge of \$100.
7. If there are damages to the Community Center, the cost will be taken from your deposit. Please note if damages are more than the deposit the applicant will be sent an invoice for the remaining amount.
8. Pick up trash around the outside of the building.
9. **NO STAPLES ARE ALLOWED**, no items which utilize a fire source i.e., candles, torches, fireworks, etc. will be permitted.
10. **DO NOT** hang decorations from the ceiling or walls. Only use the cork strip provided on walls to hang any decorations.
11. Please note missing or damaged items will be deducted from your deposit in the following amount: Chairs \$68.00 each, Tables \$76.00.

***I have read and understand all of the following rules, I understand that a penalty charge will be assessed from the deposit for each rule that is not followed/broken.***

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**Print Name**

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**Signature**

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**Date**

## Agreement

The person or organization entering into a rental agreement with the Town of Pecos City for the use of the facility described above certifies that the information given in this application is current. The undersigned further states that he/she has the authority to complete this application and will observe all rules and regulations. The applicant further agrees to reimburse the Town of Pecos City for any damages incurred by the applicant and its guest during the event. The applicant agrees that the Town of Pecos City or employees will not be liable for any damages to a person or property because of the negligence of the applicant or guests. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the Town of Pecos City and its officers, employees, and directors from claims, liabilities, or suits, arising out of injury to person or property from negligent acts of the applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the Town of Pecos City.

*I have read and agree to the terms above.*

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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## APPLICATION

*Please complete the following:*

### APPLICANT INFORMATION

First Name	Last Name	Primary Telephone Number
Mailing Address		Email Address
Emergency Contact Person (First Name, Last Name)		Emergency Telephone Number

### EVENT INFORMATION

Name of Organization and/or Applicant		
Mailing Address		City, State Zip
Type of Event	Primary Telephone Number	
Deposit Refund will be issued to: Name (First and Last)/Address		
Event Date (s)	Event Start Time:	Event End Time:

### RENTAL AND DEPOSIT FEE (S)

**RENTAL FEE \$ 250.00**

**DEPOSIT FEE \$ 150.00**

**TOTAL DUE: \$ 400.00**

\_\_\_\_\_  
APPLICANT PRINT NAME

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**FOR OFFICE USE ONLY**

CITY STAFF COMMENTS:

\_\_\_\_\_  
STAFF PRINTED NAME

\_\_\_\_\_  
STAFF SIGNATURE

\_\_\_\_\_  
DATE

**FACILITY CHECKLIST**

- ☐ ALL SINKS, COUNTERS, MIRRORS, APPLIANCES, TABLES, CHAIRS, DOORS, WALLS ETC. ARE CLEAN
- ☐ THE CONCRETE FLOOR IS CLEAN
- ☐ ALL GARBAGE CANS ARE EMPTY
- ☐ TABLES/CHAIRS ARE CLEAN AND STACKED ALONG THE WALL
- ☐ NO PERSONAL ITEMS HAVE BEEN LEFT BEHIND
- ☐ LIGHTS ARE OFF
- ☐ ALL DOORS ARE LOCKED

PLEASE NOTE ANY DISCREPANCIES AND EXACT LOCATIONS BELOW AND RETURN TO CITY HALL

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