



COPPERAS COVE CIVIC CENTER

FACILITY RENTAL APPLICATION
1206 W Ave B, 254-542-2719



Date(s) of Rental: _____ Start Time: _____ End Time: _____

(Include set up & tear down during your time slot)

Event Name & Description: _____

Civic Center Rental (mark add-on(s) for event)

Will the portable stage be needed? ____ Yes ____ No

Will the audio/visual system be used? ____ Yes ____ No

Will alcohol be present at your event? ____ Yes ____ No If yes, will you be selling alcohol? ____ Yes ____ No

If alcohol is to be possessed (this includes guests bringing their own alcoholic beverages) or consumed, two Copperas Cove off duty police officers must be present and paid directly by the organizer of the event. Contact CCPD for security at 254-547-8222 X6978. Please refer to the Alcohol Policy. If selling alcohol, a TABC permit must be obtained and a copy of the permit turned into Parks and Recreation at least a week prior to rental.

Name: _____ Phone Number: () _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Deposit Return Payable To (if name is different than above): _____

E-mail: _____

If the event is to be conducted by an organization, the president/leader of the organization must show written documentation of the authority under which the applicant is applying for the facility on behalf of the organization.

Organization Name: _____

Organization Address: _____ City: _____ State: _____ Zip: _____

Supervisor of Event: _____ Work Phone: () _____

Based on the published schedule of rates on page 5, the lessee will pay a deposit in the amount of \$_____ at the time that the rental application is submitted to Parks and Recreation staff. The rental fee in the amount of \$_____ is due no later than _____. I assume all responsibility for the condition of the facility and agree with the conditions for the return of my deposit.

Lessee Signature: _____ Date: _____

Staff Signature: _____ Date: _____

*****FOR OFFICE USE ONLY*****

Deposit Amt Due: _____ Date Deposit Paid: _____

Cash ____ Credit Card ____ Check # _____

Employee Initials: _____

Rental Amt Due: _____ Date Rental Paid: _____

Restoration Amt Due: _____ Date Restoration Paid: _____

Cash ____ Credit Card ____ Check # _____

Employee Initials: _____

<p style="text-align: center;">DEPOSITS/FEEES</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">INITIALS</p>	<p style="text-align: center;">Deposits are due at the time of the reservation in order to rent the facility.</p> <p>Reservations are made on a first paid, first served basis.</p> <p>All rental fees are due 14 days prior to event. If rental is being made within the 14 days, then all fees are due at time of reservation.</p> <p>The deposit will be retained until after the event to cover any damages and cleaning if adequate cleanup is not done by the lessee. Lessee will be provided a cleaning checklist that will be signed and returned after the event in order to receive a refund of the deposit.</p> <p>Any amount of damage or clean up expense that exceeds the deposit will be the responsibility of the Lessee, and the Lessee hereby agrees to make payment for any excess cleanup/repair within 30 days of demand for said payment.</p> <p>Automatic forfeiture of deposits will occur under the following conditions:</p> <ul style="list-style-type: none"> • Building is left unsecured (unlocked) • Smoking in the building • Setting off fire alarms (setting off false alarm is illegal and criminal charges may be filed) • Disturbance of the peace • Damage to the facility itself, equipment, furnishings, or decorations including damage from the attachment of banners, posters, streamers, etc. • Excess trash left in the building or property • The required summoning of the police department due to activities of the participants • Failure to clean up the facility by the designated time for that facility
<p style="text-align: center;">GENERAL FACILITY RULES</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">INITIALS</p>	<p style="text-align: center;">Refer to the Exhibit A on page 3 for further details</p>
<p style="text-align: center;">CANCELLATIONS/REFUNDS</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">INITIALS</p>	<p>The City of Copperas Cove Parks and Recreation Department reserves the right to modify or cancel any reservations at any time for any reason.</p> <p>Cancellations prior to 30 days from date of event shall be refunded at 100%.</p> <p>Cancellations within 7 days of the event will be refunded minus the \$5.00 administrative fee for processing. This does include rentals made less than 7 days prior to the event.</p> <p>In case of inclement weather, renter may reschedule the rental date for the next available date.</p> <p>All approved refunds (including deposit refunds) take 4-6 weeks for processing and will be returned in check form to the address listed on the first page.</p>
<p style="text-align: center;">CONDITIONS OF PERMIT</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">INITIALS</p>	<p>The use of City property is subject to all pertinent State Laws, City Ordinances, Health Department Regulations and Facility Rules. The holder of this agreement will be held responsible for damage to City property resulting from use herein. The permit holder shall indemnify and hold harmless the City of Copperas Cove, officers, employees and agents, and assigns from any and all claims for injury and/or damages to persons or property, including wrongful death, resulting from the use of this permit.</p>

I have read, initialed, and agree to the Terms and Conditions stated above.

SIGNATURE

DATE

Exhibit A

CARE AND USE OF FACILITIES

1. Groups will be responsible for their own **set up, tear down, and clean up within their specified rental agreement time.**
2. The facility must be returned to the condition in which it was found. All appliances/equipment should be turned off.
3. Do not drag chairs or tables across the floor. Chairs will be stacked **8 high** and put back in chair room
4. **No prior to use or overnight storage** areas are provided, an additional rental day fee will be assessed if storing overnight.
5. **NO ATTACHMENT** may be made to the interior or exterior walls, doors, windows, furniture, or equipment.
6. Any decorations being hung from the ceiling must be hung on the metal grid of the ceiling tiles with an appropriate approved magnetic ceiling tile hook.
7. **All** food items, beverages, trash, dishes and utensils must be removed at the conclusion of the event. Grease or oil shall not be disposed of in sinks, floor drains, or connection to sewer or outside grounds.
8. The following materials are **prohibited**: tobacco products, lit candles, straw, hay, sand, glitter, confetti, rice, sequins and artificial snow.
9. All rentals should be scheduled to begin no earlier than **7 a.m. and conclude no later than midnight.** Music must stop no later than **11:00 p.m. and guests must leave no later than midnight.**
10. No fire exits, exit signs or air system inlets or outlets may be blocked at any time.
11. **No vehicles are permitted inside the facility.** Vehicles left unattended in fire lanes will be towed at the owner's expense.
12. At no time shall renter tamper with and/or attempt to adjust heating/cooling thermostat.

REFUNDS

1. **Deposits are refundable based on the condition of the building after rental and compliance of reserved time.** Refunds are returned as a check within 4-6 weeks after rental.
2. Cost of damages will be assessed at the end of event and then deducted from deposit.

CLEAN-UP EXPECTATIONS

Cleaning time is to be **included** in your event rental time and needs to be completed by the end of your reserved rental time. It is your responsibility to make sure the rental facility is left clean and orderly when you are finished with your event. Refer to the Cleaning Requirements on page 4 and Post-Event Inspection Checklist.

POST EVENT

Once your event is over and the facility has been cleaned, return your post-event inspection checklist to the Parks and Recreation representative for signature.

I have read, initialed, and agree to the Terms and Conditions stated above.

SIGNATURE

DATE

CLEANING REQUIREMENTS FOR COPPERAS COVE CIVIC CENTER

****Complete form after event****

Main Floor

- Vacuum floor (there should be no crumbs or food stuck to the floor when you are finished)
- Carpet clean spills and stains from event (refer to the instructions of the rug doctor below)
- Check walls for shoe marks or any other stains on them
- Clean bar area from spills

Kitchen

- Clean counter, floor, sink, and stove
- Mop floors with provided mop solution
- Clean out fridge and freezer of leftovers

Front Lobby

- Sweep and mop floor
- Vacuum carpet in front area

Restrooms

- Clean counter and all fixtures
- Sweep and mop floors

All trash must be pick up, inside and outside of the Copperas Cove Civic Center by the end of the event.

Tables and chairs must be wiped clean before stacking. All chairs must be stacked 8 high and placed back in the chair room accordingly.

Rug Doctor

Remove clean water tank from machine. Measure out 3 ounces of solution in the lid of the clean water tank and dump into the clean water tank. Fill clean water tank with hot water to the fill line. Screw lid back on and place clean water tank onto the machine. The instructions for using the rug doctor are labeled on the machine. Once finished cleaning, dump and clean out the dirty water holding tank into the kitchen sink. Place rug doctor back in kitchen.

I have read, and understand, the rules regarding the cleaning requirements. Failure to abiding by the cleaning requirements may result in cleaning charges deducted out of deposit.

Renter's
Signature _____

Date _____

FACILITY	AMENITIES	CAPACITY	NOTES	RENTAL FEES	DEPOSIT
CIVIC CENTER 1206 W Ave B	400 CHAIRS 50 (60") ROUND TABLES 20 (8') RECTANGLE TABLES SOUND SYSTEM (ADD. FEE) STAGE (ADD. FEE) KITCHEN INCLUDED	400	If alcohol will be served you must have Copperas Cove PD at the event. Any sale of alcohol requires a TABC event permit.	\$400 Monday – Thursday \$800 Friday or Sunday \$1,000 Saturday Only \$2,000 Weekend(Fri,Sat,Sun) 10% Restoration Fee \$100 Sound System \$100 Stage	\$400 \$600 (alcohol present)
OLGETREE GAP PAVILION	40'X50' COVERED CONCRETE PAD RESTROOMS ONSITE WATER PICNIC AREAS	200	Rental is for the pavilion only, you cannot close off the entire park	\$200 Monday – Friday \$400 Saturday or Sunday 10% Restoration Fee	\$200
CITY PARK PAVILION 1	DOUBLE PAVILION WITH PICNIC TABLES LOCATED BY THE BASKETBALL COURT/PLAYGROUND	75	No glass containers	\$58 (All Day) \$5 Restoration Fee	N/A
CITY PARK PAVILION 5	SINGLE PAVILION WITH PICNIC TABLE AND GRILL LOCATED BY BALL FIELD 5/SAND VOLLEYBALL COURT	30	No glass containers	\$58 (All Day) \$5 Restoration Fee	N/A
FESTER'S HOUSE	OPEN PAVILION AREA IDEAL FOR FESTIVALS AND MUSIC EVENTS	100	No glass containers	\$100 (All Day) \$5 Restoration Fee	\$50
CITY PARK POOL	ZERO ENTRY TO 10 FT WATER MUSHROOM SLIDE ADA LIFT CONCESSION STAND	250	No glass containers	\$100 (2hrs up to 50 ppl) \$50 (per ea. add 25 ppl) \$50 (each additional hr) \$5.25 Restoration Fee \$15 (per guard per hr in cash)	\$75
SOUTH PARK POOL	3FT TO 5FT SLIDE SPLASH PAD ADA LIFT CONCESSION STAND	150	No glass containers	\$100 (2hrs up to 50 ppl) \$50 (per ea add 25 ppl) \$50 (each additional hr) \$5.25 Restoration Fee \$15 (per guard per hr in cash)	\$75
SOUTH PARK/CITY PARK TRAIL EVENT	Walking Trail	N/A	No glass containers, rental is for walking trail only	\$100 (4hr min) \$25 (Each additional hr) \$50 Restoration Fee	N/A
BALL FIELDS/ SOCCER FIELDS	BASEBALL/SOFTBALL FIELDS 1, 2, 3, 4, 5, AND 6 SOCCER FIELDS 7, 8, AND 9	N/A	No glass containers No pets on fields	\$90 (3 hrs) \$10 (each additional hr) \$25 (per hr for lights) \$10 Restoration Fee	\$100
TOURNAMENT	BASEBALL/SOFTBALL FIELDS 1, 2, 3, 4, 5, AND 6 SOCCER/FOOTBALL FIELDS 7, 8, AND 9	N/A	No glass containers No pets on fields	Please see Recreation Superintendent for break down of tournament fees	\$200
SPECIAL EVENT RESTORATION FEES	THESE FEES WILL BE ASSESSED BY THE SPECIAL EVENTS COORDINATOR THROUGH A CITY FACILITY USAGE AGREEMENT.	N/A	Events in City Park Events at Ogletree Gap Events at South Park Events in all other parks	\$300 \$150 \$100 \$50	N/A