



CHANDLER COMMUNITY CENTER

Rental Application Applicable Rules and Regulations

Thank you for considering the Chandler Community Center for your event. The Community Center is available for private use to all residents and non-residents of the City in accordance with the terms and conditions set forth below.

The Community Center includes a 3,532 sq. ft. multi-purpose room with a maximum occupancy of 235. In addition, there is a full kitchen with serving windows. (Kitchen includes: gas stove top, gas oven, microwave oven, three basin sink, ice machine, refrigerator, coffee maker, ample counter space and serving bar.) There are 2 handicap accessible restrooms. 36 tables and 100 chairs are available for use and can be requested to be setup prior to the event. A 60" TV is wall mounted and can be used for presentations, slide shows and for streaming music. There is also a connection to the sound system for a music player or microphones. Two movable partitions are available for decorating, etc.

RESERVATIONS: All reservations must be made by applying at Chandler City Hall, Monday-Friday from 8:00 a.m. – 5:00 p.m. with a valid picture I.D. of the renter. Reservations cannot be made over the telephone. Reservations will be taken on a first-come, first-serve basis in accordance with the guidelines and policies of the City. It is the policy of the City to make the Community Center available for rental use, as set forth in this document; to as broad a spectrum of groups and individuals of the City as is feasible. The City reserves the right to adopt rules and fee schedules that promote this policy.

The Community Center is available seven days a week, from 8:00 a.m. – 12:00 a.m. The renter, their guests and any contractors must vacate the premises no later than 12:00 midnight. Applicants are limited to the hours specified on their rental application/receipt, and applicants will only be allowed inside the building during the day of the reservation. _____ (initial)

Application, Rental Fee and Security Deposit must be paid in full at the time the reservation is made. Cash only will be accepted if the event is within 30 days of the time the reservation is made.

COMMUNITY CENTER RENTAL FEES AND DEPOSIT: (Rental Fee includes tables and chairs, as well as usage of kitchen.)

- Resident: \$150 – 1 day rental**
- Non-Resident: \$250 – 1 day rental**
- Security Deposit: \$150**

- The \$150 Security Deposit is fully refundable provided no damages to the facility or equipment are incurred, the facility is left in a neat and clean manner, and there is no breach of contract. Renters will conduct a “walk thru” of the facility with City Staff before and after the event to determine the condition of the Center and if the Security Deposit will be returned. Groups using the facility on a monthly basis may leave a deposit on file with the city.
- Refunds will be mailed to the renter within 15 business days following the event. _____ (initial)

ELIGIBILITY:

- In order to receive resident rental rates, the person making the reservation is required to provide a valid/current driver’s license or Texas I.D. with picture along with current water bill in applicant’s name to prove residency. Applicants that have an address that does not fall within the corporate city limits will not receive resident rates.
- Applicants must be **18** years of age or older to rent the Community Center.
- The City reserves the right to deny any application based on the applicant’s past rental history, the type of event, or for any reason City Staff deems not in the best interest of the city. _____ (initial)

COMPLIANCE WITH APPLICABLE RULES, REGULATIONS AND LAWS:

- The person making the reservation is required to be present at the Community Center and available to City staff during the entire course of the rental. If the person who made the reservation and signed the contract agreement is not on site at the function, all attendees may be subject to removal and the event may be cancelled.
- Under *special circumstances*, a caterer, decorator or designated proxy may serve as the contact person during any portion of the rental.
- The person who made the original reservation is the only person able to make time modifications or make inquiries and must conduct all transactions related to the rental. Any contract modifications must be made a **minimum of 14 calendar days** prior to the scheduled event date.
- Renters using the Community Center must comply with all Federal, State and Local laws, and posted occupancy limits.
- The Renter assumes full responsibility and liability for the acts and omissions of his/her invitees, licensees, guests, relatives, friends, and their respective invitees and licensees, that may result in a violation of any terms and conditions set forth in this agreement.
- The Community Center cannot be subleased to any other party or re-assigned to another group or organization.
- No bands or loud music between the hours of 8:00 am and 5:00 pm Monday through Friday (except holidays when city hall is closed).
- Garage sales or Flea Markets are prohibited as a money raising activity.
- **No alcohol is allowed in the Community Center or on its grounds.**
- Failure to comply could result in the event being terminated early and fees forfeited. _____ (initial)

PERSONAL LOSSES AND DAMAGES ARISING AT RENTAL FUNCTION:

- The City of Chandler is not responsible for lost, damaged, or misplaced property placed in or on its facilities or grounds. Furthermore, the City of Chandler is released and discharged from any and all liabilities for loss, injury, or damage to persons or property that may be sustained arising out of the use or occupancy of the Community Center and its grounds. _____ (initial)

INDEMNIFICATION:

- The Renter agrees to indemnify and hold harmless the City of Chandler, its officers, agents and employees from any and all actions, claims, costs, damages and expenses, including but not limited to attorney’s fees shall apply with respect to all acts of omissions of the renter, renter’s invitees, licensees, relatives, friends, and their respective invitees or licensees associated with the rental use of the Community Center. _____ (initial)

SMOKING:

- The Community Center is a “Smoke Free Facility”. Smoking is prohibited inside the entire complex. Please instruct your guests to smoke in the parking lot only and at least 25 feet from the front door. No further loitering in the parking lot is permitted. Failure to comply could result in the event being terminated early and fees forfeited. _____ (initial)

YOUTH GROUP RESTRICTIONS:

- Groups that are comprised of youth seventeen years of age and younger are required to have one adult chaperone for each ten youth in attendance.
- The adult chaperones must be present **and in the room of the function** at all times.
- Attendance numbers must be accounted and declared at time of reservation. **Invited guests only.**
- Failure to comply could result in the event being terminated early and fees forfeited.

_____ (initial)

DECORATIONS:

- No decorations or other items may be attached to the physical structure of the Community Center (ceiling, walls, floor, support posts). Decorations may be attached by tape or push pin to portable wooden room dividers that are available for use at no additional cost.
- The use of dance wax, saw dust, bird seed, rice, confetti or similar items are expressly prohibited from being used in the Community Center or on the surrounding grounds.
- Bubble or fog machines are prohibited.
- Glow sticks or other liquid filled glow devices are prohibited.
- Failure to comply could result in the forfeiture of your deposit.
- The electrical capacity of the Community Center is limited to 110 volts. Any special electrical needs of your event should be discussed at time of reservation.

_____ (initial)

OPEN FLAMES:

- If candles are used, they must be in wax catching containers. Absolutely no other flame producing devices or any flammable/combustible materials are allowed inside the Community Center; including but not limited to torches, incense burners, charcoal grills or deep fryers. Sterno pots are allowed to keep food warm in serving dishes.
- Failure to comply could result in the event being terminated early and fees forfeited.

_____ (initial)

CATERING:

- The City strongly encourages any renter using a catering company to have the caterer schedule a site visit in advance of the rental function. City Staff will give them a tour of the kitchen facilities and equipment available to caterers.
- Catering set up and take down needs to be included within the rental timeframe.

_____ (initial)

EQUIPMENT:

- The individual making the reservation agrees to do a “walk thru” before the event with City Staff and familiarize themselves with the Community Center and available equipment.
- The City of Chandler provides only the equipment listed on the rental application. All other needed supplies or equipment must be furnished by the renter.
- The City of Chandler will not be responsible for any equipment, supplies, or decorations brought into the facility for the event.
- Applicant will assume liability for the cost of repairing any damaged City equipment or property. This fee will be deducted from the Security Deposit paid at time of reservation, and the City will bill the Renter for any costs of repair that exceed the Security Deposit.
- Any decorative furniture (couches, large chairs, coffee tables, etc.) in the Community Center are **not** to be moved or removed from the current location without written consent from the City Staff.
- The City of Chandler will provide 25 round tables, 6 small round tables, 5 rectangle tables and 100 metal chairs _____ (initial)

ACCESS TO FACILITY:

- Applicant may pick up a key to the Community Center at City Hall the day of the event, if the event takes place on a week day, or on Friday afternoon if the event takes place on the weekend. The key must be returned by noon on the next available business day. **The key may not be duplicated.**
- Failure to comply could result in the Security Deposit being forfeited. _____(initial)

CLEANING OF FACILITY:

- The Renter is responsible for removing any and all materials, supplies and decorations they brought into the facility for the event. Any items left in the facility upon the departure of the renter will be disposed of. The City does not provide pre or post event storage.
- The Renter is also responsible for wiping off all tables, sweeping the floors, and taking the garbage in bags out to the dumpster.
- If the kitchen is used, the stove, sinks, countertops, refrigerator and miscellaneous items are to be cleaned. Do not leave food or personal items such as plates, utensils, bowls and cookware, as they will be disposed of.
- Failure to comply could result in the Security Deposit being forfeited. _____(initial)

CANCELLATIONS & CHANGE POLICIES:

- Changes to reservations require completion of a new Rental Agreement Form.
- *All cancellation requests must be made in writing.*
- Rental Fee and Security Deposit are refundable on the following basis:

14 days or less before event	0% of Rental Fee & 100% of Security Deposit
15 – 30 days before event	50% of Rental Fee & 100% of Security Deposit
At least 31 days before event	100% of Rental Fee & 100% of Security Deposit
- Rental Fee and/or Security Deposit will be mailed to Applicant within 15 business days of cancellation.

City Staff will be responsible for assisting with your reservation, enforcing all policies and procedures, assisting with the walk-thru process, making sure the facility is clean and setting the air conditioning/heating temperature for your event. If you have any questions during business hours, please call Chandler City Hall at (903)849-6853. For questions or help during the event, please call Mandy Alford at (903)714-4109.

Initials and Signature below indicate that the Applicant/Renter has read and understands the policies governing the rental of the Chandler Community Center.



I, the undersigned, have read and understand the above rules and regulations, which pertain to the rental of the Chandler Community Center.

Signature of Applicant/Renter

Date

OFFICE NOTES:



**CHANDLER COMMUNITY CENTER
FACILITY RENTAL PERMIT APPLICATION**

Date requested: _____

Proposed event: _____

Individual or organization requesting use: _____

Address: _____

Phone #: _____ Cell phone#: _____

Time needed to enter property for set up: _____

Time of event: Beginning _____ Ending _____

Expected number of persons attending: _____

State any equipment you plan to use: _____

I DO, HEREBY, AFFIRM THAT I HAVE RECEIVED, READ AND DO UNDERSTAND ALL RULES AND REGULATIONS FOR USING THE CHANDLER COMMUNITY CENTER AND BY MY SIGNATURE DO, HEREBY, PROMISE TO ABIDE BY AND COMPLY WITH ALL SAID RULES AND REGULATIONS.

(Signature)

Date

Approved by

Date

Key: _____ Date picked up: _____ Date Returned: _____

44 FT

FIRE EXIT

T.V.

MICRO COFFEE

OH DR OH DR
SERVING BAR

LOCKER ISLAND

REF
REF
STV

KITCHEN

SINK

ICE

*REST ROOMS

SITTING AREA

OFFICE

ENTRANCE

COMMUNITY CENTER

CHANDLER, TEXAS

