

CITY OF NEWARK COMMUNITY CENTER
P.O. BOX 156, 209 HUDSON STREET
NEWARK, TEXAS 76071

Phone: (817) 489-2201 Fax: (817) 489-5202

EMERGENCY AFTER HOURS: CALL 817-505-7604

PLEASE PRINT

PERSON OR ORGANIZATION THE RENTAL IS FOR: _____

PERSON MAKING APPLICATION: _____

ADDRESS (PHYSICAL AND MAILING): _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ WORK: _____ CELL: _____

TEXAS DL #: _____ DATE OF BIRTH: _____

DATE OF RENTAL: _____ EVENT: _____

AREA REQUESTED: _____ RENTAL TIMES: _____

APPROXIMATE ATTENDANCE: _____

COMMUNITY CENTER POLICIES

1. A key to the City Hall and Municipal Building gate lock and a key to the Community Center front door will be given to you prior to the function. There is a key to the fire escape bar hanging on the light switch just inside the door. **THE GATE KEY AND THE FIRE ESCAPE BAR MUST BE UNLOCKED AT ALL TIMES WHEN THE COMMUNITY CENTER IS IN USE.** The keys are to be dropped in the water department night drop immediately after locking up the building when the function is over.
2. Access is granted only to the Community Room, Restroom, and Kitchen. No other offices are open to the public.
3. The room is to be left in the same condition as it was in when the function began. All trash is to be removed from the building, the kitchen cleaned if it is used, floors vacuumed if needed, and restroom as clean as when function began.
4. Please use your own kitchen supplies, paper goods, and trash bags.

5. You may use the Council table if you cover it, however you may not use any of the electrical equipment attached to the table (microphones and speakers). The sound system is very expensive so please do not allow children to play with or around the system.
6. You are liable for any damage done to the Community Center during your function and your deposit will be kept if the rooms are not left in the same condition as when the function began.

By my signature below, I acknowledge that **I have read and understand** the policies for rental of the Community Center and any other related City property. I further understand that **I am responsible** for the conduct and for any damages caused by guest, guest's family members, or guest's invitees during the time of this rental. **I will fully comply** with all of the ordinances, orders, policies, rules and regulations of the City and of the Community Center. I fully understand that any person or persons found in violation of any of the ordinances, orders, policies, rules and regulations of the City and of the Community Center is subject to prosecution under the law and any and all such violations may result in the termination of this rental agreement.

Signature

Date

Signature of City Representative

Your deposit and rental fees are due upon receipt of the gate and Community Center keys. If all rules are followed, your deposit will be mailed to the above mailing address within one (1) week after the function, or you may pick it up from City Hall from 1:00-5:00 p.m. Monday through Friday the day after your function.

Deposit: \$75.00

Three (3) Hour Minimum Rental: \$75.00

Any additional hours rented: _____

Total due: _____

Paid: _____ Date: _____ Accepted By: _____