



# Glenn Heights Community Center Rental Request Form

1938-D S. Hampton Road, Glenn Heights, TX 75154 | 972-223-1690 ext. 425

## RENTER INFORMATION

Renter Name:	Organization (optional):
Street Address:	
City & State	Phone #:
Zip Code:	Email
Second Signer (optional)	Second Signer Phone #:

## FACILITY INFORMATION

<b>Rental Date:</b>	
<b>Day of the week:</b>	Sunday    Monday    Tuesday    Wednesday    Thursday    Friday    Saturday
Rental Start Time*:	Rental End Time*: <b>* must include set up/clean up time</b>
<b>Rental Space Requested:</b>	
<b>GHCC</b>	<b>Res/NR Hrly    Capacity</b>
<input type="checkbox"/> Banquet Room A/B*	\$150/\$175    150
<input type="checkbox"/> Banquet Room A**	\$100/\$125    75
<input type="checkbox"/> Banquet Room B**	\$50/\$75    49
<input type="checkbox"/> Youth Room**	\$50/\$60    20
	<input type="checkbox"/> Half Court: A***    \$50/\$60    75
	<input type="checkbox"/> Half Court: B***    \$50/\$60    75
	<input type="checkbox"/> Full Court***    \$100/\$120    150
	<b>*3 hour minimum</b>
<b>Family Center</b>	<b>**2 hours minimum</b>
<input type="checkbox"/> FC: Multi-Purpose Room**	\$75/\$125    50 <b>***Sports-related activities only. No food/drink, tables or chairs.</b>
<b>Deposits:</b>	<input type="checkbox"/> \$250 Damage Deposit <input type="checkbox"/> \$150 Damage Deposit (Family Center) <input type="checkbox"/> \$50 Damage Deposit (Youth)
Additional Amenities Requested <b>*must rent Banquet A or Banquet A/B</b>	
<input type="checkbox"/> Kitchen*    \$30 flat rate	<input type="checkbox"/> Table Cloths    \$10/tablecloth    #: _____
<input type="checkbox"/> Audio/Visual    \$30 flat rate	<input type="checkbox"/> Set-up Fee    100 flat rate
	<input type="checkbox"/> Dance Floor*    \$400 flat rate <b>* must rent A/B</b>
	<input type="checkbox"/> LED Lighting    \$30 flat rate

## EVENT DETAILS

<b>Event Type:</b>	<input type="checkbox"/> Church Service	<input type="checkbox"/> Quinceañera
<input type="checkbox"/> Anniversary Party _____ year	<input type="checkbox"/> Class/Training	<input type="checkbox"/> Sports Practice
<input type="checkbox"/> Baby Shower	<input type="checkbox"/> Family Reunion	<input type="checkbox"/> Wedding and/or Reception
<input type="checkbox"/> Bridal Shower	<input type="checkbox"/> Graduation - High School‡	<input type="checkbox"/> Other _____
<input type="checkbox"/> Birthday Party _____ age‡	<input type="checkbox"/> Graduation - College	
<input type="checkbox"/> Funeral/Wake	<input type="checkbox"/> Meeting _____ type	<b>‡May require off duty officer</b>
<b>Expected Attendance:</b>	<b>Guest of Honor:</b>	
<b>What time will your guests arrive?</b>	<b>What time will your guests depart?</b>	
<b>Details of Events:</b>	<input type="checkbox"/> <b>Bounce House</b> (proof of insurance required) <b>Must rent full court gym</b>	
<input type="checkbox"/> Food (Caterer or type):	<input type="checkbox"/> Alcohol‡	
<input type="checkbox"/> Entertainment (please list) _____	<input type="checkbox"/> Dancing	
<input type="checkbox"/> Music - iPhone/Andriod type with speaker	<input type="checkbox"/> DJ or live music or using subwoofer	
<input type="checkbox"/> Deliveries ( <b>must be dropped off/picked up within rented time</b> )	<input type="checkbox"/> Other _____	
	<b>‡Requires off-duty officer - fill out separate form</b>	

**FULL POLICIES LISTED SEPERATELY - SIGNATURE REQUIRED**

### SUPERVISOR USE ONLY

### STAFF USE ONLY

<input type="checkbox"/> Email Sent	Supervisor Approval:	<input type="checkbox"/> Form completed	Permit #:
Officer Required <input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Policies Signed	Staff:
<input type="checkbox"/> Bounce House Insurance		<input type="checkbox"/> Copy of Driver's License	Date:

<b>Availability &amp; Eligibility</b>	<ul style="list-style-type: none"> <li>• Bookings are accepted on the following schedule: <ul style="list-style-type: none"> <li>◦ March 1: May 1-August 31</li> <li>◦ July 1: September 1-December 31</li> <li>◦ November 1: January 2-April 30</li> </ul> </li> <li>• Renters must be 21 years of age or older at the time of reservation (proof of age required).</li> <li>• Requests must be made in person at least 14 days in advance with acceptable ID (driver's license, passport, etc).</li> <li>• Only 2 dates may be on the books at one time.</li> <li>• Proof of residency required.</li> <li>• The Glenn Heights Community Center is available for rental 7 days a week, excluding select holidays and scheduled facility maintenance.</li> <li>• Operating hours rentals are accepted for Mon-Thu from 6 am-9 pm, Fri 6am-8pm, Sat 8 am-6 pm, and Sun 10am-5pm.</li> <li>• Non-operating hours rentals are accepted for M- Th until 9pm, Fri &amp; Sat until 11pm and Sun until 9pm and must be 3 hours in length, unless booked during existing rented time</li> </ul>
<b>Deposits &amp; Payments</b>  Initials _____  Initials _____	<ul style="list-style-type: none"> <li>• <b>Payment for all fees (deposit and rental fees) is due at the time of booking.</b></li> <li>• <b>The damage deposit is in addition to the facility rental fees and is returned if the condition of the premises is assessed by the staff to be in compliance and renter and all guests follow facility and rental policies.</b></li> <li>• Refunds for deposits are requested weekly by staff and will be returned to the renter within 30 days of completion of rental by check or to the credit card that made payment.</li> <li>• All renters will forfeit their deposit by noncompliance of the policies.</li> <li>• Fees are not returned for unused time that was rented.</li> </ul>
<b>Prohibited Items &amp; Activities</b>  Initials _____  Initials _____	<ul style="list-style-type: none"> <li>• <b>Commercial solicitation and transactions are prohibited (i.e selling merchandise, admission fees, gambling, fundraising).</b></li> <li>• Smoking/vaping and controlled substances are prohibited on the premises and within 30 feet of the entrances.</li> <li>• Firearms are prohibited except as authorized by law.</li> <li>• Sidewalk chalk, confetti eggs, glitter, piñatas, and water balloons are prohibited.</li> </ul>
<b>Alcohol</b> <i>Do not fill out if not having alcohol</i>  Initials _____  Initials _____  No Alcohol Staff _____	<ul style="list-style-type: none"> <li>• <b>If alcohol will be served at your Event, a Texas Alcohol Beverage Commission Bartender must pour/serve the alcohol and a Glenn Heights Police Officer must be present.</b></li> <li>• Only beer, wine, and mixed drinks may be poured/served at all rentals. For every 50 guests (or 49 or less) that are 21 and over, there must be one (1) Glenn Heights Police Officer present. The fee is \$50 per hour per Police Officer.</li> <li>• The fee for the Police Officer must be paid at least 7 days prior to your Event at the Glenn Heights Police Department. Only cash payments will be accepted.</li> <li>• A valid copy of the Texas Alcohol Beverage Commission Certificate must be on file with the GHCC at least 7 days prior to your Event.</li> <li>• Presence of alcohol on the property is grounds for immediate shutdown of your rental, unless renter notified staff at time of booking and followed city procedure.</li> </ul>
<b>Music &amp; Entertainment</b>  Initials _____  Initials _____	<ul style="list-style-type: none"> <li>• Amplified music or sound must not exceed 100 decibels at the source nor interfere with front desk operations.</li> <li>• When music is playing, room doors must remain closed and volume must be turned down upon request.</li> <li>• Rentals with a DJ, live band or subwoofers must rent all adjoining rooms for the whole duration of event</li> <li>• All entertainment or amusements must be listed on application and approved by PARD Superintendent or designee.</li> <li>• The whole basketball gym must be rented to allow bounce houses. No bounce houses allowed in city plaza.</li> <li>• Liability insurance policy listing the City of Glenn Heights as additionally insured with limits of \$500,000 will be required for all bounce houses, amusements, and entertainers.</li> <li>• Limit of 1 bounce house per each half of gym.</li> </ul>
<b>Renter Requirements</b>  Initials _____  Initials _____	<ul style="list-style-type: none"> <li>• <b>Renter must be on-site for the duration of the rental and comply with and enforce all policies, rules, and regulations pertaining to facility usage.</b></li> <li>• <b>Renter is responsible for the set up, breakdown, and cleaning of the rental space and this time must be included in the rented time. Staff may assist with room arrangement and light set up if renter pays room set-up fee</b></li> <li>• Renter is permitted access to the rental space during contracted rental time only.</li> <li>• Doors to the rental space will not be opened until the renter or second signer has arrived and checked in with staff.</li> <li>• Renter may not do anything that will obstruct or interfere with the rights of other renters or members in the building.</li> <li>• Changes to rental times must be made at least 48 hours in advance and are subject to staff and facility availability.</li> </ul>
<b>Decorations</b>  Initials _____  Initials _____	<ul style="list-style-type: none"> <li>• <b>No decorations may be attached to painted walls or room divider in the Banquet rooms, including command strips. Tape may not be used on the floor. No items may be hung from the ceiling.</b></li> <li>• Banquet rooms supplied with round tables and 8 chairs for each table, no rectangular tables provided</li> <li>• Decoration may be hung from doors, door frames, windows, and mirrors using scotch or painter's tape only.</li> <li>• Renter cannot nail, tack, screw, or otherwise physically attach materials to any part of the facility.</li> <li>• All decorations must remain inside the rental space; nothing may be displayed in the hallway or lobby.</li> </ul>
<b>Gymnasium</b>	<ul style="list-style-type: none"> <li>• The gymnasium is for sports related events only. Full court rentals only available with Superintendent approval.</li> <li>• No food, drink, gum, cleats, marking shoes, tables, chairs, baseballs, softballs, or tape on the floor in the gym.</li> </ul>

<p><b>Cleaning Requirements</b></p> <p>Initials _____</p> <p>Initials _____</p>	<ul style="list-style-type: none"> <li>• <b>Prior to departure, renter must complete a cleaning checklist. Failure to properly clean will result in loss of deposit. The checklist includes but is not limited to:</b> <ul style="list-style-type: none"> <li>○ Wiping and sanitizing tables and chairs</li> <li>○ Removing all decorations</li> <li>○ Sweeping or vacuuming the floor</li> <li>○ Bagging trash and placing out backdoor, then notifying staff it is outside</li> </ul> </li> <li>• Renter and their guests must vacate the rental space by the end of contracted time. If not, additional time will be charged at a rate of double the original rate. Any additional time past the scheduled building closing time will be charged at triple the original rate.</li> </ul>
<p><b>Kitchen and Catering</b></p> <p>Initials _____</p> <p>Initials _____</p>	<ul style="list-style-type: none"> <li>• <b>There is no restriction on catering services; however, please note this is a warming kitchen and not a full catering kitchen. All deliveries or services must occur within rented time. Nothing can be stored in kitchen prior to rental time.</b></li> <li>• Kitchen must be rented for the same duration as Banquet Room A or Banquet A/B</li> <li>• Kitchen rental includes access to a refrigerator, microwave, and ice machine.</li> <li>• It is recommended to bring a cooler and add ice if you need to keep items chilled. No items can be stored in ice machine. All coolers are subject to inspection.</li> <li>• No utensils or cookware provided.</li> <li>• Misuse of kitchen equipment can result in loss of deposit.</li> </ul>
<p><b>Supervision</b></p> <p>Initials _____</p> <p>Initials _____</p>	<ul style="list-style-type: none"> <li>• All applications must state the maximum expected attendance. A rental may be shut down immediately by the Glenn Heights Community Center staff or Glenn Heights Police Department without refund of deposit or rental fees if expected attendance exceeds maximum number stated by greater than 10% or for breach of the peace.</li> <li>• Children are expected to remain in the rental space during the rental and with appropriate adult supervision at all times.</li> <li>• One chaperone (21 yrs+) shall be required for every 25 minors (up to 18 yrs of age). Chaperones shall be present throughout the rental time, and shall not leave the area until all youth have vacated the immediate area.</li> </ul>
<p><b>Animals &amp; Fire Safety</b></p> <p>Initials _____</p> <p>Initials _____</p>	<ul style="list-style-type: none"> <li>• No pets.</li> <li>• Service animals are allowed if trained to perform a service.</li> <li>• Services/entertainers are allowed if proof of insurance is provided.</li> <li>• Open flame, candles used as table decoration, pyrotechnics, and fog machines are prohibited.</li> <li>• Quick-use birthday candles are allowed. "Trick" candles are prohibited.</li> <li>• Sterno cans are allowed for food warming purposes.</li> <li>• All decorative materials must be treated with flame proofing and meet the City of Glenn Heights Fire Code.</li> <li>• Entrances and exits may not be obstructed.</li> <li>• Parties are required to maintain occupancy capacities. Parties may be canceled with no refund if occupancy requirements are exceeded during the rental time.</li> </ul>
<p><b>Cancellation</b></p> <p>Initials _____</p> <p>Initials _____</p>	<ul style="list-style-type: none"> <li>• <b>Cancellation requests must be submitted in writing at the GHCC or online here: <a href="http://bit.ly/GHRentalCancellation">bit.ly/GHRentalCancellation</a></b></li> <li>• Cancellation of a rental with 15 or more days notice will result in a full refund.</li> <li>• Cancellation of a rental 14 days or less will result in rental fees refunded, but rental deposit withheld.</li> <li>• Cancellation of a rental 48 or less will result in a forfeiture of all fees.</li> </ul>
<p><b>Legal Notice</b></p> <p>Initials _____</p> <p>Initials _____</p>	<ul style="list-style-type: none"> <li>• The Superintendent of PARD or designee has the right to refuse rental if the proposed event conflicts with scheduled events or if the proposed use is perceived to be physically detrimental to the facility.</li> <li>• At no time shall a renter sublease or assign its rental to another individual, group, or organization.</li> <li>• PARD reserves the right to cancel a rental at any time. Any rental found to be in violation of the rules stated will be subject to loss of its damage deposit and shall be grounds for prohibiting future use of PARD facilities.</li> <li>• Renter agrees to indemnify and hold harmless the City, its agents, and employees from and against any claims for damages to persons or property arising out of any use of the facility and its premises by renter. The renter does hereby assume all liability and responsibility for bodily injuries, claims, or suits for damages to persons or property of whatsoever kind or character, whether real or asserted, occurring in connection with the use of the facility or its premises by renter, his or its agents, servants, employees, contractors or subcontractors. The City assumes no responsibility for any property placed in or about the facility.</li> </ul>

I have read and understand the rules, regulations, and policies for the use of the facility and agree with the conditions for the return of the deposit. I agree to abide by these conditions. I understand I may lose my deposit for non-compliance or damage to the facility.

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Second Signer Signature

\_\_\_\_\_  
Date