

# OLD EDOM SCHOOL COMMUNITY CENTER

## POLICIES, RULES AND REGULATIONS

The Edom Community Center is Primarily for the use of the residents of the Edom Community; these citizens shall have preference over applicants from outside the Edom area. Reservation requests should be mailed to:

City of Edom, 150 VZCR 4800, Edom, TX 75754 or call 903-852-6397

Each person or organization renting the Center agrees to the following rules and regulations:

1. No smoking, alcohol, or drugs on the premises of the building and park.
2. The City of Edom is not liable for or responsible for an accident, any loss, or personal injury to attendees while on the City property.
3. The lessee whose signature appears on the application will be responsible for the activities of the group and for damages to the property.
4. Building and grounds must be vacated by 1 A. M.
5. Set up and clean up time is included in rental time.
6. No cooking unless the \$50.00 cooking fee is paid.
7. The Center must be returned to the condition in which it was rented.
8. A **\$50.00 cleaning fee** will be deducted from the deposit if all areas used are not left in good, clean order; including floors, counters, and kitchen area.
9. **All paper goods, including trash bags are to be furnished by the renter.**
10. All garbage, trash, and leftover foods are to be removed.
11. Nothing shall be attached to the walls or building.
12. No utensils, furnishings, or equipment is to be taken from the building.
13. No car washing is allowed on the premises.
14. PLEASE KEEP OFF THE STAGE when it is set up for a theater play, and DO NOT go behind the stage.

BE CERTAIN THAT EVERY PERSON WHO IS ENGAGED  
IN SERVING AND CLEANING IS MADE TO  
UNDERSTAND CENTER REGULATIONS

## OLD EDOM SCHOOL COMMUNITY CENTER RENTAL FEES

The Center will be leased at varying rates, for rooms. A \$100.00 deposit is required and is refundable upon compliance with cleanup rules and regulations. A \$50.00 cooking fee is due upon application, if cooking is planned.

Non-compliance with the rules and regulations, or failure to return all furnishings and fixtures to the original location will result in the forfeiture of the \$100.00 deposit. A \$50.00 cleaning fee will be deducted from the deposit if all areas used are not left in good, clean order, including floors, counters, tables, and kitchen area.

Upon application, the fees will be due as two checks, the rental fee and the \$100.00 deposit. Make checks payable to: City of Edom

### FEES:

	Up to 5 hrs.	Each additional hour
ACTIVITY ROOM (front right)	\$ 30.00	\$ 6.00
KITCHEN	\$ 30.00	\$ 6.00
AUDITORIUM (large back)	\$ 60.00	\$12.00
ALL THREE ROOM	90.00	\$18.00

Set up and clean up time is included in rental time.

### ***Community sponsored clubs & groups MEETINGS:***

\$ 4.00 PER CONTRACTED HOUR, two HOUR MINIMUM

Community sponsored clubs and groups shall be exempt from the \$100.00 deposit, while remaining responsible for any damages caused. SPECIAL FEES MAY BE ENACTED BY THE CITY COUNCIL

Use by for profits requires special permission of the Council. Application made in person at a regular Council Meeting.

**OLD EDOM SCHOOL COMMUNITY CENTER APPLICATION  
FOR USE**

NAME OF THE EVENT: \_\_\_\_\_

Explain briefly the nature of the event:

Date: \_\_\_\_\_ Time of Day: \_\_\_\_\_ **(Set up and clean up time included)**

Room(s) to be rented: \_\_\_\_\_

Name of Person Responsible: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_

\$100.00 deposit paid: \_\_\_\_\_ Date: \_\_\_\_\_

FEES paid: \_\_\_\_\_ Date: \_\_\_\_\_

I agree that the \$100.00 deposit will be held until the building and grounds are deemed to be in good condition and after rental fees have been satisfactorily settled. **A \$50 cleaning fee** will be deducted from the deposit if all areas used are not left in good, clean order, including floors, counters and kitchen areas.

In the event of property damage and/or failure to leave the building/grounds in satisfactory condition my deposit will be proportionately deducted. If in any event, property damages exceed the amount of my deposit, I hereby pledge to pay for these damages. I acknowledge that I have received and understand the rules and regulations and will abide by them accordingly.

\_\_\_\_\_ Signature \_\_\_\_\_ Date