

CITY OF MEADOWS PLACE COMMUNITY CENTER

11975 Dorrance

Meadows Place, Texas 77477

RESERVATION FORM

PARKS DEPARTMENT 281-983-2935 FAX 281-249-0050

ONE TROYAN DRIVE MEADOWS PLACE, TX 77477

City Hall Office hours M-F 9:00 AM-4:00 PM (excluding Holidays)

Deposits and user fees must be paid in advance. **NO EXCEPTIONS** ALL FEES AND DEPOSITS ARE INCREASED BY **\$100.00 FOR NON-RESIDENTS**

- \$150.00 CASH DEPOSIT AND \$150.00 RENT
Function where food and/or nonalcoholic beverages are served
- \$250.00 CASH DEPOSIT AND \$250.00 RENT
Function where alcoholic beverages are served

YOU ARE RESPONSIBLE FOR KNOWING THIS INFORMATION-(READ ATTACHED RULES) CAREFULLY ALL KEYS MUST BE RETURNED TO MEADOWS PLACE CITY HALL THE FIRST WORKDAY FOLLOWING THE FUNCTION. FAILURE TO DO SO WILL RESULT IN (FORFEITURE OF YOUR DEPOSIT)

Reservation for the MEADOWS PLACE COMMUNITY CENTER Facility for the date _____ : Reservations **NO** earlier than 8:00am _____ until _____ am/pm

(By which time I will have cleaned and vacated the building)

Type of function being held _____ Number of People attending _____

Print Name _____

Address _____

Phone number (home) _____ (work) _____

I _____, VERIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT AND THAT I HAVE READ AND RECEIVED A COPY OF THE RENTAL POLICIES (RULES AND REGULATIONS) FOR USE OF THE City of Meadows Place Community Center AND FURTHERMORE AGREE TO ABIDE BY THEM. I FURTHER AGREE TO BE PRESENT DURING THE TIME I HAVE RESERVED. I UNDERSTAND THAT THE City of Meadows Place SHALL NOT BE RESPONSIBLE FOR LOSS OF PROPERTY OR PERSONAL INJURY SUSTAINED BY USERS OF THE COMMUNITY CENTER AND TO THE PERSON AND PROPERTY OF ALL USERS AND SPECTATORS

(SIGNATURE)

(DATE)

DATE DEPOSIT PAID _____ \$ _____ CASH _____ STAFF initials: _____ renter received rules: _____

DATE RENT PAID _____ \$ _____ CASH OR CHECK # _____ STAFF initials: _____ date: _____

<u>KEY</u>	<u>DATE OUT</u>	<u>PRINT NAME</u>	<u>SIGNATURE</u>	<u>RETURNED KEY</u>	<u>EVENT</u>

DEPOSIT RETURN

I _____, **RECEIVED** \$ _____ DEPOSIT REFUND
(Print name)

ON _____

Signature _____