

GREY FOREST COMMUNITY CENTER

18249 Sherwood Trail, Grey Forest, TX 78023

(PLEASE NOTE: ALL APPLICATIONS MUST BE RETURNED WITHIN 3 (THREE) DAY OF RECEIPT WITH PAYMENT)

Rental Use Application & Agreement

Please circle one of the following: Grey Forest Resident Non-Grey Forest Resident

Name _____ Phone _____

Organization _____ Email _____

Address _____

Rental Date(s) _____ Rental Time _____

Purpose of Rental _____

**NOTE: There are special conditions which apply to the service of alcohol on Municipal premises.*

	RENTAL FEE	DEPOSIT
Individuals or groups providing enrichment or educational events to all GF Citizens (subject to additional Rental Terms below)	\$ 10.00	\$75.00
Teaching of art, exercise, education, & occupations or businesses typically found at home		
<i>For Grey Forest Resident</i>	\$ 40.00	\$75.00
<i>For Non-Resident</i>	\$200.00	\$75.00
Private Events		
<i>For Grey Forest Resident</i>	\$ 40.00	\$75.00
<i>For Non-Resident</i>	\$200.00	\$75.00
Non-Profit Fundraisers	\$200.00	\$75.00

**Cleaning fees/damage deposit will be refunded after the event when/if inspection is passed by the GFCC Administrator or Assistant and provided that Rental Terms are followed.
If damage is more than \$75.00, applicant is responsible for all such damage.**

Before signing this GFCC Application, please read the GFCC Agreement included with this application and initial by each statement below. The terms of the Agreement are incorporated as part of this Application.

____ I have carefully read, understand, and agree to the information provided in the GFCC agreement regarding the ALCOHOL AND NOISE ORDINANCE (<http://greyforest-tx.gov>).

GREY FOREST COMMUNITY CENTER RENTAL AGREEMENT

ALCOHOL AND NOISE ORDINANCE/CITY CODE INFORMATION

<http://greyforest-tx.gov>

- Per City of Grey Forest Ordinance 217: An Ordinance of the city Council of the City of Grey Forest, Texas, Regarding the Possession or Consumption of alcohol on City Owned Property. Community Center Exception-a 60-day prior consent of the Grey Forest Community Board which meets the first Thursday of every month (may be subject to change).
- Per City Code Chapter 13: Renters must adhere to the City of Grey Forest Noise Code which states "no loud music or noise past 10:00 pm. Also, no amplified music is permitted. (paraphrased)

RENTAL TERMS

- Rental Rates Additional Information
 - For the nominal \$10.00 Rental Rate ---A Grey Forest Citizen must book AND ATTEND the event. This rate is reserved for events Open To The Public and advertised, at a minimum, on NextDoor.com. NO fees may be charged to attendees and retained.
 - For the teaching of art, exercise, education, & occupations or businesses typically found at home– the GFCC may be reserved up to 3 times per year from January 1 – September 30. Fees may be charged to attendees and retained.
 - For Non-Profit (501(c)(3) Entity Fundraisers – must show proof of 501(c)(3) status prior to the event. May reserve GFCC up to 3 times per year from January 1 – September 30.
- Please make your check(s) payable to the City of Grey Forest. You may drop off or mail your payment(s) and rental agreement to the GFCC

City of Grey Forest (City Hall)
18502 Scenic Loop Road
Grey Forest, TX 78023.

A 24 hour drop box is provided outside City Hall for your convenience, as well. You may also contact the GFCC Administrator at GFCC@greyforest-tx.gov or at (210) 844-2028 to turn in your application and payment.

- Deposit and rental fees are due in two separate payments to expedite the cleaning/damage deposit refund. These are due 10 days before event. If event is scheduled with less than 10 days before the event, payment is due at signing of this agreement. Please provide a 24-hour cancellation period.
- Rental of the Grey Forest Community Center does not restrict other citizens from using baseball or basketball facilities.

- Applicants are responsible for cleaning the Community Center after each event, as described in the Cleaning Checklist. Additionally, applicants will be held responsible for any damage to the GFCC as a result of the event. This may include forfeiture of your Cleaning/Damage Deposit as well as additional required payment to repair any damage.
- To allow for proper cleaning of the facility, you may enter the GFCC until 12:00 pm (noon) of the day after your paid rental to ensure that the facility is properly cleaned. This option is available unless you are notified by the GFCC Administrator or Assistant that the facility will not be available the following morning, in which case it is required to be cleaned on the day of rental.
- Maximum capacity of the Community Center cannot exceed 70 guests
- **Please do not put any nails, staples, thumbtacks, tape, or anything that may poke a hole or compromise the wall paint, wall, ceiling and floor woodwork in any manner inside or outside the Community Center.**
- Park only in the graveled/designated areas only unless otherwise approved by the Grey Forest Community Board. ADA parking is available on the far side of the Community Center.
- No overnight sleeping rentals unless otherwise approved by the Grey Forest Community Board (GFCB) *prior* to rental. GFCB Board meeting dates can be found on the GFCC calendar on the GF city website.
- Consecutive day rentals are permitted.
- Smoking, including e-cigarettes, is not allowed inside the Community Center, on the porch or grounds.
- Open fires are not allowed anywhere on the Grey Forest Community Center property (gas or charcoal).
- Wi-fi is not available at this facility.
- Lock all doors and return the key to the key box. Please call the GFCC Administrator 24 hours in advance to receive your key box code, if you have not received an email or phone call already.
- We reserve the right to refuse future rentals of the GFCC to any applicant who violates the rental terms.

CLEANING CHECKLIST

- We will provide your event with two rolls of toilet paper in each restroom, one roll of paper towels in the kitchen and in each restroom and, 1 trash can liner. You will need to furnish any additional supplies for your event.
- Please use liners in the indoor trash can(s) at all times.
- Please wipe down kitchen counters, appliances, empty trash, and take all of your food.
- Wipe down all tables and chairs used for your event and damp mop floors in the main area, kitchen, and restrooms.
- Please clean the restroom toilets, sinks and mirrors, and empty trash.

- Please canvas the area outside your event, picking up trash and any food, eggshells, burst balloons, etc..
- Place all trash in the large brown trash cans located outside of the building. If you wish to recycle, a brown trash can with a green lid is also provided near the trash cans.
- Please return all chairs and tables to their original placement before leaving.
- Please turn the HVAC system temperature to the original settings. (summer/warmer weather-85, cooler/winter weather 55 degrees).

When you have completed the use and cleaning of the Community Center, please contact the Community Center Administrator for inspection and your cleaning/damage deposit refund.

EMERGENCY INFORMATION

- Our City has a staffed Police and Fire Department
- No land-line is available in the clubhouse and *some* cell-phones may be unable to receive a signal.
- If a life-threatening situation occurs, please dial 9-1-1.
- For non-life threatening situations needing police or fire services, please call the non-emergency dispatcher at 210-684-1011
- The Grey Forest Community Center's physical address is
Grey Forest Community Center
18249 Sherwood Trail (cross street Scenic Loop Road)
Grey Forest, TX 78023
- If there is an issue with the Community Center, you may contact:

Community Center Administrator: Shelley Guajardo 210-844-2028