

# COMMUNITY BUILDING RULES & CLEAN UP CHECK LIST

## City of Mason is NOT responsible for accidents

- NOTHING SHALL BE HUNG, TAPED, GLUED, OR ATTACHED IN ANY MANNER TO THE CEILING INSULATION OF THE COMMUNITY BUILDING. ALSO, NO GLITTER IS ALLOWED.
- **DO NOT PUT ANYTHING ON THE DANCE FLOOR FOR DANCING PURPOSES. DOING SO WILL RESULT IN LOSS OF DEPOSIT**
- NO SMOKING OR CHEWING TOBACCO INSIDE THE BUILDING. REMOVAL OF SIGNS MAY RESULT IN LOSS OF DEPOSIT!
- DAMAGE, VANDALISM, AND/OR UNAUTHORIZED USE OF EQUIPMENT IN LOCKED AREAS WILL BE ASSESSED AT COST AND THE FUNDS RETAINED FROM DEPOSIT.
- THE CITY ADMINISTRATOR OR HIS DESIGNEE HAS THE FULL AUTHORITY TO REFUSE THE USE OF THE COMMUNITY BUILDING TO ANY PERSON, GROUP OR ORGANIZATION THAT, IN THEIR OPINION WILL OR HAS PREVIOUSLY MISUSED OR DAMAGED THE FACILITY OR ANY OTHER CITY FACILITY, REFUSED TO COOPERATE, OR OTHERWISE VIOLATED THE COMMUNITY BUILDING RULES AND PURPOSES.

### **RENTER MUST SUPPLY THEIR CLEANING SUPPLIES**

#### **Main Room**

- Floor area swept and picked up of debris or spills
- Power wash and squeegee dry floors
- Place trash in dumpsters outside of building near kitchen
- Turn off all lights, fans, air conditioners and/or heaters
- Remove all personal items from building
- Clean and stack chairs and put on caddies in the storage room
- Clean tables and leave them up.

#### **Restrooms**

- Clean all toilets, sinks, and mirrors in Men's and Women's facilities
- Place trash in dumpsters outside of building near kitchen
- Sweep and Mop both restrooms
- **DO NOT POWERWASH RESTROOMS**

#### **Kitchen**

- Clean countertops, stove/oven and sink
- Sweep and Mop floors
- **DO NOT POWERWASH KITCHEN**
- Clean refrigerator and remove excess spills and food. LEAVE ON!
- Turn off all lights, fans, and stove/oven
- Place trash in dumpsters outside of building near kitchen

#### **Outside**

- Place trash in dumpsters outside of building near kitchen do not leave debris swept from building outside
- All bottles, cans and other items are to be cleaned up and disposed of properly from the parking lot areas surrounding the Community Building (failure to do so could result in partial loss of deposit)

# CITY OF MASON COMMUNITY BUILDING

Fort Mason City Park – 1015 San Antonio Hwy. Mason, Texas 76856

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone# \_\_\_\_\_

Date of Function \_\_\_\_\_

DEPOSIT: \$300.00

RENT: \$300.00 W/AC/HEAT~ Event Only

\$200.00 W/O AC/HEAT

PORTABLE SOUND SYSTEM – DEPOSIT - \$200.00 - RENTAL - \$50.00 - DELIVERY AND SET UP BY CITY - \$30.00/hr

### RESERVATIONS:

**Initial** \_\_\_\_\_ All reservations will be made with a paid deposit on a first-come, first-serve basis. Deposit made in the form of cash or check will be **deposited immediately** and any refund of deposit will be made within 10 business days after the event if no damage has occurred and the rules have been followed. The rent is to be paid when the key is picked up.

- a. Reservations may be made up to 12 months in advance, but a deposit is required at the time of reservation.
- b. No household may rent the community building more than once per quarter. (Jan-Mar) (Apr-June) (July-Sept) (Oct-Dec)
- c. A person must be 21 years or older (ID is required) to reserve the Community Building.
- d. User may not use the facility for any purpose other than the purpose stated at the time of reservation.
- e. Programs conducted by the City of Mason and held at the Community Building will be given priority.
- f. If a reservation is cancelled 10 business days or earlier before the designated event, the deposit will be refunded in full. If the reservation is cancelled later than 10 days before the event, 75% of the deposit will be refunded.
- g. Any Violation of any rules or representations on rental agreement will result in an administrative ruling the the individual or group involved may not rent this facility or any other City property for a period of 1 year from the time of violation.

### FUNCTION:

Dance (Are you advertising in Mason County only?) **YES / NO** Will there be alcohol? **YES / NO**

**Any reservation that include alcohol will require security.**

**A Minimum of 2 Guards for first 200 people and 1 additional guard for every 100 people thereafter.**

Number of people expected \_\_\_\_\_ Private Wedding Family Reunion Public Birthday

Which extra day would you want? The day BEFORE (DECORATING) The day AFTER (CLEANING)

**\*\*\*\*\*KEYS MUST BE PICKED UP BY 5:00 FRIDAY FOR WEEKEND EVENTS\*\*\*\*\***

**ALL MUSIC, DANCING, AND DRINKING MUST END AT 1:00 A.M. AND EVERYONE MUST BE OUT OF BUILDING BY 1:30 A.M., OR DEPOSIT SHALL BE FORFEITED.**



I HAVE RECEIVED A COPY OF ALL RULES, CLEANUP CHECK LIST AND SECURITY FORM (if needed)  
I have read the above and foregoing and fully understand all that is written.

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_ Approved By \_\_\_\_\_

Please mail deposit refund to : \_\_\_\_\_

Will picked up \_\_\_\_\_ Picked Up By \_\_\_\_\_ Date \_\_\_\_\_

Deposit Refund Check # \_\_\_\_\_