

Frisco West Water Control and Improvement District of Denton County
Municipal Building Meeting Hall and Conference Room
Rental Policy

MEETING DATE/TIME: _____

RESIDENT NAME

RESIDENT ADDRESS

HOME PHONE

CELL PHONE

EMAIL

ADDITIONAL CONTACT NAME
NUMBER

EMAIL

CONTACT

PHONE

The Premises are to be used for only the following described use:

CHECK AREA RESERVED: (area occupancy indicated in parenthesis)

_____ Meeting Hall and Conference Room – Estimated Occupancy: _____ total persons

TIME RESERVED: Facilities may be rented during hours of 8:00am to 9:00pm daily, Monday through Friday (subject to the use of the facilities by the District).

Area Reserved From: _____ am/pm until _____ am/pm

TOTAL HOURS RESERVED: _____

ROOM RENTAL FEE:

1. Meeting Hall/Conference Room Rental Fee - \$150.00 (4 hrs)+\$50/hr (after 4 hrs) + \$25 Cleaning fee
\$25 + \$150.00 _____ Reserved Days = \$ _____

Rental fees are payable to the Frisco West Water Control and Improvement District of Denton County (the "District") and must be received by the District within three (3) business days from the date the reservation is made. If payment is not received with this time frame this date will be made available for other residents to reserve. This date is **NOT** firm until this signed agreement and rental fee are received by the District.

Any cleaning fees or costs will be applied as additional charges assessed as a result of a resident's failure to properly clean the premises, theft of any of the District's property or any damage to the facilities. Resident will be liable for payment of any additional amounts owed and agrees to pay those amounts immediately upon request from the District. A renter's failure to properly clean or care for the premises is subject to the remaining terms of this Rental Policy and District rules and regulations.

Cancellation: Cancellations must be submitted in writing. As a courtesy to all renters, cancellations made with less than three (3) days advanced notice are non-refundable. In this instance, the rental fee is not refunded.

RESERVATIONS:

1. The renting party must be present at the facility during the rental period at all times.
2. The District reserves the right to refuse rental service. Reservations must be requested a minimum of three (3) business days prior to the rental date.
3. The use of the facilities by District members may be restricted at the discretion of the Board of Directors for delinquent District dues or fees, violation of District rules, or deliberate abuse of the facilities. At the time of execution of this Agreement and at the time of Resident's event, Resident must be in good standing with the District, and current in the payment of all assessments and other amounts owed to the District.
4. Use of the Facilities is subject to the terms of the policies, procedures and rules contained in this Rental Policy, District rules and regulations, and all federal, state and local laws and ordinances.
5. Renters will not block or impede the flow of traffic in or out of any exits to or from the building. Doors may not be propped open during any rentals. All guests must enter and exit the building through the front of the building.
6. Alcohol is prohibited at the Municipal Building. No alcoholic beverages will be served or consumed on the District's premises at any time.
7. If any person attending the event, whether invited or uninvited, is consuming alcohol on the premises, Resident will take action to have such activities stopped, and if necessary, notify the Police Department to seek assistance.
8. Due to multiple scheduling of events, all reservations must begin and end at the time indicated on this Rental Policy. There will also be no refunds issued for time reserved and not utilized. Resident shall arrange for all pick-ups and deliveries to be made the day of the event.
9. Resident is responsible for the own set-up and clean-up of their private meeting.

10. Tables and chairs can be rearranged, but must be returned to their original positions when a meeting is completed.
11. All areas are required to be returned to the condition they are received. This duty includes:
 - a. All personal property brought by a renter must be removed at the end of a meeting.
 - b. All trash is to be disposed of.
 - c. All tables to be cleaned if dirty.
 - d. Tables, chairs and furniture to be restored to original set up.
12. The District reserves the right to request a Certificate of Insurance for any meeting request.
13. Rentals are for the meeting hall and conference room only and do not allow for use of other areas within Municipal Building. The renter is responsible for ensuring that guests remain in the area reserved.
14. The renter shall abide by all applicable law including, but not limited to, emergency exit accessibility, and room capacity limits. This Rental Policy shall be interpreted in accordance with the laws of the State of Texas.
15. The District does not assume any responsibility for property lost or stolen from the facilities or for personal injuries sustained on the facilities during the renter's use of the facilities. Renter shall indemnify, defend and hold harmless the District, the Board, and their officers, directors and employees and all other related parties from any claims of any kind, all costs, resulting from injury to or death sustained by any person or damage to property of any kind that arises out of or is in any way related to the event held by the renter at the facilities. Renter shall further indemnify, defend and hold harmless the District, the Board, and their officers, directors and employees and all other related parties from any and all claims, including costs, resulting from any default by Renter of any of its obligations arising under this Rental Policy or arising from any claim involving any third parties related to the event or use of the facilities.
16. In the event that any action is brought by any party to enforce its rights hereunder, the prevailing party in such action shall be entitled to recover from the non-prevailing party its attorney's fees and court costs, as determined by a Court and not the jury.
17. This list is not an exhaustive list of rental rules and regulations. The District reserves the right to amend these policies and procedures as it deems necessary.

[Remainder of page intentionally left blank]

I will be in attendance throughout the entire length of the event, and understand that if I leave the event, this contract will become null and void, the event will end, and the rental fee will be forfeited and will not be returned to me.

I also understand that any damage to the property, the facilities, building, or the furnishings will be my responsibility and additional charges will be assessed to my account. I accept full responsibility for the conduct of my guests. I have read and fully understand the terms of this agreement and the policies set forth by the District and by signing this document, I agree to adhere to all terms of this Rental Policy and the District's policies, procedures, guidelines, and rules.

RESIDENT SIGNATURE

Date

STAFF USE: \$_____ Rental Paid
