

FACILITY RENTAL APPLICATION

**Johnson County
Sheriff's Posse**
P.O. Box 743
Cleburne, Texas 76033
Phone: 817-556-9910

Email: www.sheriffsposse.com

Facility Requesting _____

Type of Activity _____

Rental Date(s) _____

Day of Week _____

Use Hours _____ a.m./p.m. to _____ a.m./p.m.

Estimated Attendance _____

Organization _____ Person in Charge of Activity _____

Home Phone _____ Cell Phone _____

Address _____ City _____ Zip _____

Refund of Security/Damage Deposit payable to _____

Is event open to the public? Yes _____ No _____

Will admission or any other fees be collected either before or during the event? Yes _____ No _____

Insurance: Yes ___ No ___ Insurance Company _____

ASSUMPTION OF LIABILITY: AGREEMENT TO HOLD HARMLESS

The applicant assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to the applicant's displays, equipment and other property brought upon the premises of the Johnson County Sheriff's Posse (JCSP) and shall indemnify and hold harmless the JCSP, members, and employees from any and all such losses, damages and claims.

INSURANCE POLICY

For your protection, you may wish to obtain public liability insurance while using JCSP property to indemnify against loss resulting from bodily injury and/or property damage. Your personal insurance agent or an insurance agent can assist you in obtaining this coverage. A copy of the insurance certificate should be filed with the JCSP. The applicant acknowledges that the JCSP (operator/owner) does not maintain insurance covering the applicant's property and that it is the sole responsibility of the applicant to obtain liability and property damage insurance covering such losses by the applicant.

AGREEMENT TO ABIDE BY RULES AND REGULATIONS

The person signing this agreement represents to the JCSP that he/she has full authority to sign such contract, and that he/she will be personally liable for the faithful performance of this agreement. The attached terms and conditions shall constitute a contract between the applicant and the JCSP.

I understand that my security deposit may be forfeited, or I may be billed for any additional expense, should any of the aforementioned requirements be ignored or abused, or if any damages are a result of the actions of my rental. I have read all of the attached terms and conditions and agree to comply with my signature below.

Applicant's Signature (**SIGNATURE REQUIRED**) _____ Date _____

THE JCSP RESERVES THE RIGHT TO REFUSE APPLICATION FOR GOOD CAUSE, OR TO REVOKE THE APPLICANT'S RENTAL. IF THIS OCCURS, WE WILL ATTEMPT TO NOTIFY YOU AS SOON AS POSSIBLE.

FOR OFFICE USE

SECURITY/DAMAGE DEPOSIT REQUIRED: \$ _____ Date Paid: _____

RENTAL FEE: \$ _____ OPTIONAL CLEANING FEE \$ _____

TOTAL RENTAL FEE: \$ _____ Due by: _____ (date) Date Paid: _____ Receipt # _____

SECURITY/DAMAGE DEPOSIT REFUNDED: Date Processed: _____ Amount \$ _____

FACILITY RENTAL TERMS AND CONDITIONS

Facility Usage: Facilities used shall be limited to those specified on the approved application. All applicants shall be responsible for making sure that the occupancy capacity of the facilities being rented is not exceeded. The renter understands that multiple events or rentals may be conducted at the same time at the complex and that parking areas may require sharing. The renter agrees to begin the function at its scheduled time and to have guests and invitees vacate the designated function space at the designated vacate time. In connection with the rental or use of any JCSP facility, the JCSP reserves the right to have representative(s) present, and to enforce any requirements of rules. Use of grills, smokers or other cookers is restricted to outside areas. Thrown rice, birdseed, glitter, and all types of confetti are prohibited inside the JCSP White Building. All candles must be contained in a glass container taller than the top of the candle flame. Animals are not permitted inside the JCSP White Building without prior approval of the JCSP.

Hours: Please allow appropriate time for setup before the event and clean up after the event.

Rental Agreement: To reserve a facility, a Facility Rental Agreement must be completed, signed and returned to the JCSP Rental Agent. Facility Rental Agreements are available from the Rental Agent and on the JCSP web site at www.sheriffposse.com.

Rental Fees: Payment of the applicable security deposit and user fees must be received at least fourteen (14) days prior to the activity. Early payment of security deposit/rental fee will ensure reservation. **Cash or Money Order only – NO CHECKS.**

Reservation Status: A rental reservation is considered binding after the Facility Rental Agreement has been signed by the rental applicant and approved by JCSP personnel.

Security Deposit: All rental applicants must pay a security deposit, which is due a minimum of fourteen (14) days prior to usage date. Security deposit must be made in either cash or money order (**checks/credit cards not accepted**). This deposit is refundable if, and only when, the facility is left clean and there is no damage to furnishings or equipment. If damage occurs and the cost of the damage exceeds the amount of the deposit, the rental applicant will be billed for any additional expense. The decision of whether the deposit shall be refunded is solely up to the JCSP, and will not be refunded until the facility has been inspected by JCSP personnel.

Deposit will be refunded via US Mail within ten (10) business days of rental date; JCSP Rental Agent is not authorized to make refunds (NO EXCEPTIONS).

Cleaning: The facility must be cleaned, all decorations and trash must be removed, and the facility must be vacated by the end time indicated on the Facility Rental Agreement. The rental applicant is responsible for removal of all personal articles, including leftover food, decorations, etc., and depositing trash in the appropriate receptacles located on JCSP facility property. All table tops, chairs, counter tops, and any appliances used must be wiped clean. Floors are to be swept, and wet mopped using water only. If it becomes necessary for JCSP personnel to do an extensive amount of cleaning, there will be a corresponding deduction from the security deposit, as determined by the JCSP.

Cancellation Policy: There will be a cancellation fee of \$200.00 per reserved date if facility rented and reserved is not cancelled at least 30 days prior to the event.

Alcohol: The rental applicant will take responsibility for and hold the JCSP harmless from all liabilities arising from the serving and consumption of alcoholic beverages.

Thermostats: Temperature will be set prior to your event start (where applicable). Tampering with or destroying the thermostat box will result in forfeiture of deposit.

Electrical: Tampering with electrical service boxes or wiring will result in forfeiture of deposit.

Caterers: Rental applicants may choose to employ an outside caterer for their event. Caterers are required to abide by all policies outlined in the Facility Rental Agreement. All food and beverages must be removed from the premises after the event. Waste food, ice and beverages may not be dumped onto soil or landscaping anywhere on the premises by guests or catering staff. Rental applicants and/or their caterers are required to provide their own tableware, linens, and service needs. No catering equipment, décor or other items may be left behind or stored on the property after an event unless prior arrangements have been made with the JCSP. The JCSP is not responsible for any lost or stolen equipment.

Parking: Ample parking is available on a first come, first serve basis. Parking permits are not required. JCSP personnel do not direct traffic/parking.

Minors: Any rental with participants under the age of 18 is required to have at least one adult chaperon for every ten minors present during the event.

Personal Property: The JCSP is not responsible for any valuables or personal property left on the premises.

Security: If required, in sole judgment of the JCSP, in order to maintain adequate security measures in light of the size and nature of the event, the applicant shall provide, at its expense, security personnel for the event supplied by a reputable licensed guard or security agency. The guard or security agency shall be subject to prior approval of the JCSP.

Decorations: No decorations or temporary fixtures may be affixed to the building with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass or fixtures. No decorations are allowed which would damage or discolor facility. Decorations must be flameproof.

Smoking: Smoking is prohibited inside all JCSP facilities.

RENTAL CLEAN-UP CHECKLIST

Chairs –fold and return to storage room

Tables - wiped down and returned to proper storage room

Counter Tops – wipe down and clean

Trash - remove trash and deposit in dumpster

Floors – swept clean and wet mopped

Decorations – remove all decorations

Appliances - clean any appliances used (oven, refrigerator, microwave)

Outside Area - pick up garbage and sweep porches (if excessively dirty)

Damage - check for damage to walls, floors, ceiling, appliances, equipment, thermostats, electrical

Equipment or supplies left in proper location

Restrooms – Sinks and floor clean, toilets flushed, trash removed

*** Facility cleaning service is available for an additional fee – contact rental agent for prices**

Was facility left in satisfactory condition? Yes No

List any damage/problems

Did renters vacate room on time as listed on application? Yes No

If room was vacated late, how late? _____

Comments:

Inspected By _____ Date _____ Time _____

Signature of staff does not waive liability of renter for items damaged or missing.