P.O. Box 34 | 742 Buffalo Gap Road
Tuscola, Texas 79562
Office: (325) 554-7766 Cell: (325) 513-8122
tuscola2@taylortel.net

REGULATIONS FOR USE OF TUSCOLA COMMUNITY CENTER

1. All requests for use of center shall be placed through City Hall. Reservations may be made no more than 90 days in advance.

2. Keys for center shall be acquired from City Hall the business day before the event rental. The keys must be returned to City Hall in a timely manner to assure that all deposits are returned.

3. A deposit of $200 shall be placed with City Hall to assure that all rent conditions are met. Renter also understands that said agreement renders them responsible for all damage above and beyond normal use in excess of $200. Cancellation of reservation must be made 30 days in advance to yield full deposit refund.

4. The site shall be presented clean prior to the rental, and the renter shall be responsible for returning site to same condition of cleanliness. The renter must CLEAN, SWEEP, MOP, & ADHERE TO THE CLEANING CHECKLIST, to receive a full refund of deposit. **INITIAL HERE:** _____

5. A city employee will perform a pre-rent inspection and a post rent inspection to ascertain that all rent conditions are met.

6. Proper use of all appliances to include stove, refrigerator, dishwasher, ice machine, microwave, etc. shall be observed.

7. All furniture shall be returned to its original location prior to the renter leaving.

8. No solicitations or trade for profit shall be entered into during rental agreement.

9. The City of Tuscola assumes no liability for lost or missing personal articles that may arise during the use of the site.

10. All normal and customary safety practices shall be observed during use of the site to include proper storage of perishables, keeping walking areas free of litter, and maintaining proper air flow and ventilation for all cooling and heating equipment.

11. No smoking or alcohol on the premises.

12. The center may be decorated for rental event. Command strips and/or hooks that are designed for damage free hanging are acceptable. Nails, staples, tape, glue, tacks, etc. are not allowed. Any damage to the walls, ceilings, doors, and/or paint are the renter's responsibility.

13. Park in designated areas only. No parking in the park or on the grass.

14. The thermostat is set to cool at 73 degrees. The renter may call for adjustments.

Tuscola Community Center Rental Rates

	All Day
Resident	**$150.00**
Non-Resident	**$250.00**
Non- Profit	**$100.00**

- Resident Rental Rate – Please remember this rate is provided to the City of Tuscola RESIDENTS ONLY. Proof that you live inside the city limits is required.

I HAVE READ THESE RULES AND REGULATIONS AND AGREE TO ABIDE BY SAID RULES CONCERNING USE OF THE TUSCOLA COMMUNITY CENTER

SIGNED _____ (initial front)

DATE _____

PHONE_____

TO BE COMPLETED BY OFFICE

NAME _____

RENTAL DATE _____

RENTAL TIME _____

STATUS _____

DEPOSIT _____

CHARGE _____

WITNESS _____