

WACO COMMUNITY CENTER RENTAL AGREEMENT

1. Building must be locked and key must be placed in night deposit box when finished. (Located at front entrance of city hall)
2. Turn off all lights, heat to 60 or air to 78 when finished.
3. Take out all trash.
4. No alcohol or no loud music allowed on premises.
5. Do not remove any items from the building.
6. Please leave the building clean for the next renter.
7. The City of Waco will not be responsible for loss, damage or injury.
- 8. You must pick up the key the last regular business day prior to your event. City Hall is open WED-FRI (8-5). Holiday hours may vary.**
9. You may enter the community center only on the day of your event between the hours of 8:00 a.m. to 10:00 p.m.
10. Please use city hall parking only. Do not park at neighboring business.

The building will be inspected after you leave. If all rental terms are not met, you will be subject to a fine and forfeiture of all future rentals.

Filling out this form implies acceptance of all terms.

Name: _____

Address: _____

Phone Number: _____

Rental Date: _____

Purpose: (event description) _____

Signature of Responsible Person: _____

Community Center & Auditorium Rental Fees:

Inside City Limits: Community Center \$105

Outside City Limits: Community Center \$125

Paid: YES NO

Key Returned: YES NO

Left Clean & Orderly: YES NO

Deposit returned to _____ Date _____