

COMMUNITY BUILDING RENTAL POLICIES

After Hours Contact: Non-Emergency PD Dispatch 817-598-4300

GENERAL RENTAL INFORMATION

- Renters will assume full responsibility and all liability during the use of the building for any actions of themselves or their guests, both inside and outside the facility.
- Renters will be assessed charges for any damage to the facility and/or equipment along with clean-up.
- All city facilities are **ALCOHOL** and **TOBACCO FREE**. This includes the parking lot and surrounding areas of both buildings. Violators may forfeit their deposit for non-compliance.
- Firearms are not permitted in any city facility.
- It is prohibited to use any city facility as a store-front, for home-based businesses, or profit.
- If music is used in the rental, **an amplified sound request is required**.
- A representative of the City of Weatherford has the right to monitor the level of sound and ask the renter to turn down or discontinue the use of sound equipment if deemed necessary.
- The fire code occupancy is posted in the buildings and strictly enforced.
- Cancellations must be made a minimum of five (5) business days prior to the rental date in order to receive a full refund of all fees and must be in writing. If cancellation notice is less than five (5) business day, all fees paid will be forfeited.
- Tables, chairs, and other equipment provided at each facility are not to be removed from the premises.
- If the event includes minors under the age of 21, adequate number of chaperones over the age of 21 must be present during the entire event. Otherwise, a loss of the deposit may result.
- **No items such as skateboards, roller skates/blades, bicycles, bounce houses; slides, water guns or similar devices are allowed within the buildings.**

RESERVATIONS AND PAYMENTS

- Reservations are made by visiting the City of Weatherford, Parks, Recreation & Special Events Department, at 119 Palo Pinto Street (corner of Palo Pinto and Waco Streets), Monday – Friday, 8:00am – 5:00pm or calling 817-598-4124.
- Rental Reservations can be made (1) year in advance for Saturday, Sunday and Holiday rentals, the first working day of the month, not to the specific date.
- When a reservation is made an **immediate reservation payment of \$50.00 is due**. This reservation fee will hold the date on the reservation calendar and will be applied to the total rental rate.
- Forms of payments are Visa, MasterCard, or Discover card; cash or check.

RENTAL TIMES

- Keys should be picked up on **the Wednesday before the rental or within at least 3 days prior to the rental, and returned within (2) business days after. If the renter is unable to meet those requirements, and need to make other arrangements to obtain/return the key, it is their responsibility to contact the Parks and Recreation office to do so. If the key is not obtained prior to the rental date, the rental will be forfeited.**
- **Rental time includes set-up and clean-up.**
- Rentals by the day are limited to 8:00am-10:00pm time period. Any “day” rentals wishing to extend past 10:00pm will pay the hourly rental fee until the end of the rental.
- Rentals Sunday through Thursday must end no later than 10:00pm, including clean-up times.
- Rentals Friday and Saturday must end no later than 12:00 midnight, including clean-up times.

- The rental cannot conflict with any Parks, Recreation & Special Events Department scheduled uses.

CLEANING REQUIREMENTS

- All cleaning must be performed by the end of the rental time; otherwise additional rental hours will be charged plus additional fees for security and properly cleaning.
- **Upon inspection, if cleaning was not performed properly, a cleaning fee of \$50.00 will be assessed.**
- Cleaning includes, but not limited to:
 - Trash emptied, including those in the restrooms and kitchen.
 - Table and chairs cleaned and stored properly in designated area.
 - Clean counter tops, appliances, and sinks.
 - Remove all food and drinks from the premises.
 - Sweep and mop all floors.
 - Turn off lights and ensure all doors are locked or secured.
- Decorations, if used, may only be taped to the walls, windows, or ceilings. All decorations must be removed at the end of the rental. **PROHIBITED: glitter, confetti, or any similar decorations.**

USEFUL TIPS

- In order to plan a successful event, the following suggestions are given:
 - The number of tables and chairs are not specified or guaranteed, so if a count is necessary before the event, a key can be acquired at 119 Palo Pinto Street, Monday-Friday, 8:00am – 4:00pm. Please provide a form of ID in order to check out a key to view the buildings.
 - Tables are 4' X 6', easy up and easy clean top. Chairs are metal or have a Formica-type back and seat.
 - Allow time during rental period to decorate and clean up before and after the event.
 - Small appliances, table cloths or sound equipment will not be provided.
 - Note any unusual or suspicious activities before and after rental and notify authorities immediately.
 - **MUST BE OUT OF BUILDING AT THE END OF RENTAL – NO CARRYOVERS. Several rentals are booked each day. BE COURTEOUS.**