

# Community Room Reservations

Event: \_\_\_\_\_

Requested Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Tables and Chairs required  Yes  No

## Responsibility for Damages

By signing below, I/we agree to assume responsibility for the condition of the City of Heath Community Room during time of possession. The Community Room has been inspected by city staff prior to use and will be inspected again after time of possession is completed. If there are any damages, I/we agree to assume responsibility for any Cleaning or Repairs required. I/we do agree to pay a  \$75.00 fee (5 hours or less) or  \$125 fee (more than 5 hours) for the use of the Center, in addition to a \$100.00 security deposit. The security deposit will be refunded after the Security Entry Card is returned (within three business days) after the end of the rental and room has passed inspection. Security Deposit will *not* be refunded if either of the two exterior Community Room doors is not locked after rental.

\_\_\_\_\_

\_\_\_\_\_

**Applicants Signature**

**Date of Rental**

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### For Office Use Only

Date Deposit Received \_\_\_\_\_

Deposit Amount \_\_\_\_\_

Check  Credit  Cash

Date Rental Fee Received \_\_\_\_\_

Rental Amount \_\_\_\_\_

Check  Credit  Cash

Inspected By: \_\_\_\_\_

Return Deposit -  Yes  No

Key # \_\_\_\_\_

Return completed form to: City of Heath, 200 Laurence Drive, Heath, Texas 75032

Or fax request to 972-961-4932. If you have any questions, please call 972-771-6228