

# Community Room Reservations

---

EVENT: \_\_\_\_\_

REQUESTED DATE: \_\_\_\_\_ NUMBER OF PEOPLE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FOOD OR REFRESHMENTS TO BE SERVED  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 \$100.00 fee for the use of the Center, in addition to a One Hundred Dollar (\$100.00) Security Fee. The security deposit will be refunded after the Security Entry Card is returned (within three business days) after the end of the rental. Security Deposit will *not* be refunded if either of the two exterior Community Room doors is not locked after rental.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Submitted

---

## FOR OFFICE USE ONLY

Deposit Amount: \_\_\_\_\_ Rental Amount: \_\_\_\_\_ Key #: \_\_\_\_\_

Deposit Fee Date: \_\_\_\_\_  Check  Cash  Credit

Rental Fee Date: \_\_\_\_\_  Check  Cash  Credit

Inspected by: \_\_\_\_\_ Return Deposit  Yes  No

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.