

Goodrich Community Center

CLEANING CHECKLIST FOR DEPOSIT RETURN

----- *All trash bagged and placed in blue trash can outside back door*

----- *Kitchen area wiped down*

----- *Tables and chairs wiped down*

----- *Tables and chairs put back to original location*

----- *Air conditioner turned to 80 degrees*

----- *All floors swept, and dirt picked up*

----- *All floors mopped*

----- *Bathroom cleaned, and trash removed*

----- *Cleaning supplies are in the kitchen in black cabinet*

******* DO NOT USE NAILS, TAPE, OR THUMBTACKS ON WALLS!!**

YOU WILL LOSE YOUR DEPOSIT IF THIS OCCURS

Renter: _____ *Date:* _____

Check By: _____ *Deposit Returned: Yes or No*

City of Goodrich
1003 State Hwy Loop 393 Goodrich, Texas 77335
Phone (936) 365-2228

Goodrich Community Center
857 State Hwy Loop 393 Goodrich, Texas 77335

Rental Agreement

Renter's Name: _____

Renter's Address: _____

Renter's Phone Number: _____

The signatory below affirms and acknowledges that the below rules have been read and understood and that any violation will result in forfeiture of renter's deposit. Any damage or loss of the Community Center may also result in forfeiture of renter's deposit. Renter expressly agrees that any damage to the Community Center that is greater than the deposit will be subject to any means necessary to recover said damage or loss and that any attorney fees will be paid to the City of Goodrich. City of Goodrich has sole right to determine the monetary value of the damage or loss, or any partial funds. It is further understood that the facsimile signatures will be accepted as binding in lieu of original signatures.

You may take possession of the building on your date or rental only and you have for

----- Half of the Day

----- All Day

Hours you are renting the Community Center: _____

RENTAL PAYMENT AND DEPOSIT: All rentals require a deposit upon making reservations to rent the Community Center.

----- \$100.00 Deposit

----- \$150.00 Rental Fee

----- \$ 50.00 Sanitation Fee

If you pay cash, you can receive your deposit the same day after the Community Center is inspected by one of the Council Members. If you pay with check, you will be mailed a check after the following monthly City Council Meeting.

CANCELLATION POLICY: Cancellation must be received 5 days prior to reservation. If not received 5 days prior, your deposit is forfeited.

TRASH REMOVAL / CLEANLINESS: Renter must remove all trash and restore community center to cleanliness with the rental period. Failure to do so may result in loss of partial or entire deposit or additional damages assessment. See checklist for additional information.

EQUIPMENT / FURNITURE/ FIXTURES: Tables and chairs, kitchen items, etc. must be returned to original places or a \$100.00 fee will be assessed against the deposit. DO NOT REMOVE ANY ITEMS FROM WALLS OR INSIDE THE COMMUNITY CENTER.

LIGHTS / UTILITIES: Turn off all lights upon departure.

*ALCOHOLIC BEVERAGES / FIREARMS: **ABSOLUTELY NO FIREARMS ON THE PREMISES.** Alcoholic beverages are only permitted with a Certified Peace Officer. Renter must supply to City Hall the Certified Peace Officer's name and contact phone number. If the renter does not supply the information Alcoholic Beverages are not permitted on the property.*

Local law enforcement will be notified of your event and have right of eviction for infraction of any laws or local ordinances. Such eviction will result in forfeiture of deposit plus damages.

Authorized Signature: _____ Date: _____

Received by: _____ Date of Rental Receipt: _____

Event Date: _____ Time To _____ From _____

Date of Rental: _____ Date Deposit Returned: _____

_____ Check _____ Cash

I, _____ a Certified Peace Officer, was on duty at the event located at Goodrich Community Center on _____.

Date: _____ Signature: _____

I, _____ City Council Member/ City Secretary has inspected the Community Center and I approve to return deposit.

I, _____ City Council Member/ City Secretary has inspected the Community Center and I do not approve to return deposit.

The following reasons: _____

Date: _____ Signature: _____