



# COMMUNITY BUILDING RESERVATION REQUEST

14420 Liberty St Montgomery Tx 77356

City of Montgomery

- City Hall: 101 Old Plantersville Rd, Montgomery Texas 77316
  - [utilitybilling@ci.montgomery.tx.us](mailto:utilitybilling@ci.montgomery.tx.us)
- (936)-597-3275 • [www.montgomerytexas.gov](http://www.montgomerytexas.gov)

DATE(S) REQUESTED:		
NAME/ORGANIZATION:		
TYPE OF EVENT:		
CONTACT NAME:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
DRIVERS LICENSE:		
PHONE:		<input type="checkbox"/> Cell <input type="checkbox"/> Work <input type="checkbox"/> Home
EMAIL:		
ESTIMATED ATTENDANCE:		
WILL THERE BE ALCOHOL? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, CONTACT MONTGOMERY POLICE DEPARTMENT AT (936)-597-4291 TO HIRE SECURITY FOR THE EVENT. (MANDATORY)		
TIME SLOT REQUESTED: <input type="checkbox"/> 6AM-NOON <input type="checkbox"/> NOON-6PM <input type="checkbox"/> 6PM-MIDNIGHT <input type="checkbox"/> ALL DAY		

★ TO COMPLETE APPLICATION, ATTACH COPY OF YOUR DRIVERS LICENSE ★

Applicant Signature: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Print Name: \_\_\_\_\_

**Deposit:**      \$150.00 (no alcohol)      \$300.00 (with alcohol)

**Reservation Fee:** ☐ \$125.00 per time slot      ☐ \$250.00 FOR FULL DAY (6AM-12AM)

**Community Organizations (requires City Administrator approval):** ☐ \$50.00 per reservation

## **FOR OFFICE USE ONLY**

Employee Signature: \_\_\_\_\_

Deposit Paid: ☐ Date Paid: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_

If Alcohol, were Officers Hired? ☐ YES



# PUBLIC USE POLICY

## City of Montgomery

- City Hall: 101 Old Plantersville Rd, Montgomery Texas 77316
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### **Reservations:**

- Reservations may not be made more than one year in advance. To request a reservation, you must be 18 years or older and provide a copy of your valid Driver's License.
- The hours of operation are 6am-12am, 7 days a week.

### **Deposit:**

- A deposit of \$150.00 is required for use of the Community Building before securing the reservation date.
- The deposit will be mailed to you after an inspection indicates that all rules and regulations have been followed and the key along with the checklist has been returned to City Hall.
- Any violation of rules and regulations are subject to deduction or loss of deposit. Multiple violations of the rules and regulations may lead to restriction of future use.

### **Keys / Checklist:**

- Keys are numbered and must be signed for at the time of pick up. You will receive a checklist every time you sign out a key, which needs to be completed and turned in along with the key.
- Lost or unreturned keys are subject to a \$25.00 replacement fee.
- The key and completed checklist must be returned to City Hall by the next business day. You may drop these in the drop box on the front of City Hall.
- The checklist must be returned with the key for the deposit to be refunded. (\$25.00 penalty for not returning the checklist)

### **Cancellations & Refunds:**

- All cancellations must be made 30 days prior to the scheduled event or the rental fee may be deducted from the deposit.

### **Alcohol:**

- Reservations where alcoholic beverages are present are required to hire 2 City of Montgomery Police Department officers. Please call 936-597-4291 for information on fees and scheduling.

### **Rules of Use:**

- If you use streamers or other decorations, they must be attached with tape that will not damage the paint or walls. Nails, tacks, staples and other methods of attachment are not allowed.
- No smoking is allowed inside the building.
- You must provide your own cleaning supplies- mops, trash bags, and brooms are provided.
- If you want to use a bounce house vendor during your event, you must provide a copy of the company's Certificate of Liability Insurance listing the City of Montgomery as the insured.

*\* I acknowledge that I have read and understand the above listed information.*

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

*If you have any questions or concerns, please call the City of Montgomery at (936) 597-3275.*

## **Waiver, Indemnify & Release of Liability:**

- Inspection and Acceptance. The City has allowed me to inspect the areas, facilities, conditions, vehicles, and equipment at all locations at which the particular use, activity, event, or rental for which I am signing up on this day may take place. I ACCEPT AND ASSUME ANY AND ALL RISKS, HAZARDS, AND LIABILITY RELATING TO THE PARTICULAR USE, ACTIVITY, EVENT, OR RENTAL FOR WHICH I AM SIGNING UP ON THIS DAY.
- Release and Indemnify. With respect to any claims for injury to me or persons attending this event (including any injury causing death) and any claims for loss of, or damage to, property, I agree to the following: (1) THE CITY SHALL NOT BE LIABLE OR RESPONSIBLE FOR ANY OF THESE CLAIMS; AND (2) I RELEASE THE CITY FROM ANY RESPONSIBILITY OR LIABILITY FOR THESE CLAIMS, AGREE NOT TO SUE THE CITY ON ANY OF THESE CLAIMS, AND AGREE TO INDEMNIFY THE CITY AGAINST ANY SUCH CLAIMS FROM PERSONS ATTENDING THIS EVENT. I UNDERSTAND THAT THE WORD "CLAIMS" INCLUDES ALL OF THE FOLLOWING THAT HAVE ARISEN, OR MAY ARISE LATER PERTAINING OR RELATED TO THE PARTICULAR USE, ACTIVITY, EVENT, OR RENTAL FOR WHICH I AM SIGNING UP ON THIS DAY HOSTED OR ADMINISTERED BY THE RECREATION DEPARTMENT: CLAIMS, DEMANDS, CAUSES OF ACTION, LOSSES, COSTS, LIABILITIES AND RELATED EXPENSES, INCLUDING THOSE INVOLVING THE JOINT OR SOLE NEGLIGENCE OF THE CITY, THOSE INVOLVING THE NEGLIGENCE OF MYSELF OR OTHERS AND THOSE WHICH ARISE OTHERWISE. The word "City," as used in this document, includes the City as an entity as well as its departments, officers, agents, employees, receivers, representatives, contractors, sponsors, committees, organizers, volunteers and all others acting on its behalf. I further understand that my photo or likeness may be used in any promotional materials and/or publications that the City may deem fit.
- Mold. Certain types of mold can lead to severe illnesses. While the City has undertaken health and safety measures to protect the public, an inherent risk of exposure exists in any public place where people are present. By participating in the activity, event or use I am signing up for, I voluntarily assume all risks related to exposure to mold.

*\* I acknowledge that I have read, understand, and agree to the above listed information and terms of use.*

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

*If you have any questions or concerns, please call the City of Montgomery at (936) 597-3275.*