



## **COMMUNITY BUILDING RESERVATION REQUEST**

101 Old Plantersville Rd., Montgomery, TX 77316  
(936) 597-3275 \* [www.montgomerytexas.gov](http://www.montgomerytexas.gov)

DATE REQUESTED:		
NAME OF ORGANIZATION:		
TYPE OF EVENT:		
CONTACT NAME:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
DRIVERS LICENSE:		EMAIL:
PHONE: <input type="checkbox"/> CELL <input type="checkbox"/> WORK <input type="checkbox"/> HOME		
ESTIMATED ATTENDANCE:     BUILDING OCCUPANCY LIMIT IS 90		
WILL THERE BE ALCOHOL: <input type="checkbox"/> YES <input type="checkbox"/> NO <i>IF YES, CONTACT MONTGOMERY POLICE DEPARTMENT AT (936) 597-3604 TO HIRE SECURITY FOR THE EVENT. (MANDATORY)</i>		
TIME SLOT REQUESTED: <input type="checkbox"/> 6 AM – NOON <input type="checkbox"/> NOON – 6 PM <input type="checkbox"/> 6 PM – MIDNIGHT <input type="checkbox"/> FULL DAY		
<b><i>DEPOSIT IS FORFEITED IF OCCUPIED OUTSIDE TIMESLOT.</i></b>		

<b>*TO COMPLETE APPLICATION, ATTACH COPY OF DRIVER'S LICENSE *</b>	
Applicant Signature _____	
Date Completed: _____	Print Name: _____
Deposit: \$150.00 (non-alcohol events)	Deposit \$300.00 (events with alcohol)
Reservation Fee: <input type="checkbox"/> \$125.00 per time slot <input type="checkbox"/> \$250.00 FOR FULL DAY (6 AM – 12 AM)	
Community Organizations (requires City Administrator approval): <input type="checkbox"/> \$50.00 per reservation	

<b><u>FOR OFFICE USE ONLY</u></b>	
Employee Signature: _____	
Deposit Paid: <input type="checkbox"/>	Date Paid: _____
Rental Fee: _____	Date Paid: _____
If Alcohol, Were Officers Hired? <input type="checkbox"/> YES	



## **PUBLIC USE POLICY**

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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 Driver's License.
- \*The hours of operation are from 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. Events with alcohol require a deposit of \$300.00.
- \*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 deduction or loss of deposit. Violations of the rules and regulations may lead to restriction of future use.
- \*Deposit will be forfeited if occupied outside the reserved timeslot.

### **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 in 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.
- \*The Montgomery Police Department may enter at any time to ensure policies are being followed. A violation of the alcohol policy is subject to immediate cancellation of the event.

***\*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 City of Montgomery at (936) 597-3275.*