



**City of Fate,  
Texas  
Community  
Center 104 S. WE  
Crawford Fate, TX  
75132  
Phone: 972-771-4601  
Fax: 972-772-3343**

## **Community Center Reservation and Use Policy**

**PLEASE READ THE ENTIRE AGREEMENT AND SIGN.**

### **Reservation**

The City of Fate Community Center can be reserved up to eight (8) weeks in advance on a first-come, first-served basis. The party renting the facility (lessee) must be at least 21 years of age and a **resident of the City of Fate**. Proof of residency will be required when the rental agreement is signed, and the resident must remain on sight at all times. By completing and signing the agreement contract, the lessee confirms that he/she is making the reservation for his/her own personal use, and not for another individual or group. The lessee will be the main contact person for the duration of the event and will be held responsible for the actions of his/her guests. Lessee agrees to abide by all City, State and Federal laws. To make reservations complete the online form [Community Center Reservation Application](#) **Please note that the reservation is for the City of Fate Community Center ONLY. The use of any surrounding City property is strictly prohibited.**

### **Fees**

**The rental fees are due upon approval of the reservation application.**

The City of Fate Community Center management reserves the right to cancel and/or re-assign the Community Center to another rental party if payment is not received at this time. **No portion of the rental fees will be refunded.** (For rental rates, please see the Fee Schedule on page 4.) Keys must be returned to City Hall on the first business day following the rental.

### **Deposit**

In addition to the rental fee a deposit of \$75.00 is required at the time the key is picked up and will be deposited at that time. The deposit will be used to pay the cost of repairs necessitated by lessee's use of the community center. The key must be picked up one business day prior to the rental date during regular business hours. Business hours are Monday – Thursday 7:30 a.m. – 5:30 p.m. and Friday 8:00 a.m. – 12:00 Failure to do so will result in the loss of all rental fees previously paid and rental privilege.

An insufficient check will negate use of the facility for current and/or future rentals. Pending no damages and no contract violations the deposit will be refunded within seven (7) business days of the rental. Refund will be mailed to the address on the contract.

## **Cancellation/Changes**

**Reservation cancellations or changes will only be accepted directly from the lessee.** All reservation cancellations must be made in writing delivered to City Hall, or emailed to [reservation@cityoffate.com](mailto:reservation@cityoffate.com) at least 24 hours prior to the rental, and take effect on the date received. All rental fees previously paid will be forfeited if the reservation is cancelled less than 24 hours prior to the rental. NO phone cancellations will be accepted.

No reservation changes will be accepted less than one (1) week prior to the rental

## **Rental Hours**

Rental hours must include set-up and take-down time. The lessee and/or other members of the rental party's group will not be allowed in the Community Center until the time specified on the agreement. It is the lessee's responsibility to notify all members of their party of the designated rental hours. A fee will be charged for each additional hour, or part of an hour, the building is occupied.

The Community Center may be rented on available weekdays **during non-business hours** or during weekends for a full day. (For rental times, please see the Fee Schedule on page 4.)

## **Kitchen**

The kitchen facility is not available during rental hours, except for use of the sink.

## **Food**

The lessee may bring their own **previously prepared** food and drink.

## **Alcohol**

Alcoholic beverages are not permitted in the Community Center. The use of a controlled substance is also prohibited in the Community Center and on any City property. Persons under the influence of such substances or intoxicants are prohibited on the premises and will be asked to leave.

## **Decorations/Equipment**

The use of nails, tacks, staples, tape, or adhesive of any kind is prohibited on walls or furnishings. All decorations must be taken down before the lessee vacates the Community Center. The use of bounce houses, slides, etc. are strictly prohibited. Open flames, including candles are not allowed. Supplies and portable furniture for special events cannot be delivered before your scheduled rental time and must be retrieved immediately following the event within the time limits set in the reservation agreement. Storage is not available.

## **Music**

Music is permitted in the Community Center, but must remain at a respectful level. Absolutely no loud music is allowed. The lessee and/or other members of the rental party's group (including musicians and DJs) must agree that the volume will be immediately lowered upon request of a city employee.

### **Clean Up and Damages**

The lessee will be responsible for cleaning the community center, removing any trash and decorations and turning off all lights. The heating or air conditioner must be returned to the prior set level before vacating the Community Center. The lessee will be responsible for any damages incurred during the rental.

### **Fire Provisions**

- ✓ Smoking is not allowed inside the Community Center.
- ✓ Smoking is not allowed within 15 feet of the City of Fate Community Center entrance/exit.
- ✓ Fog machines are not allowed.
- ✓ Sparklers (or the like) are not allowed indoors or on the property at any time.
- ✓ Entrance and exit doors may not be obstructed.
- ✓ Due to fire regulations, the room capacity set by the Fire Marshal will be strictly enforced.

### **Security Provisions**

Security needs will be determined in the City's sole discretion and paid for by the lessee.

### **Liability**

All lessees agree to pay, in full, for any damage done to the Community Center, grounds, or furnishings in full, as a result of actions taken by lessee or their invitees. Notification will be given to the lessee as soon as the damages have been assessed. If damages exceed the deposit amount the Lessee will be financially responsible for the cost of repairs.

**THE LESSEE, OR PARTIES BEING ALLOWED TO USE THE PREMISES, HEREBY RELEASE AND INDEMNIFY THE CITY OF FATE, TEXAS, ITS ELECTED AND APPOINTED OFFICIALS, EMPLOYEES, AGENTS AND ATTORNEYS FROM AND AGAINST ALL CLAIMS, LIABILITIES, DAMAGES TO PROPERTY AND PERSON, ARISING FROM THE USE OF THE PREMISES, OR ANY DEFECTS THEREIN.**

## Fee Schedule

### Fees and Hours

<b>Weekday Rentals</b>		
Monday – Thursday	6:00 p.m. – 10:00 p.m.	\$125.00
Friday	1:00 p.m. – 10:00 p.m.	\$125.00

<b>Weekend Rentals</b>		
Saturday	8:00 a.m. – 10:00 p.m.	\$200.00
Sunday	8:00 a.m. – 10:00 p.m.	\$200.00

### Other Fees

Early Arrival/Late Departure Fee	\$25.00 per hour
Non-returned or lost key	\$100.00

### Joint Owners & Tourism Promotion Organizations Uses/Limits:

Masonic Groups – Fate	Free, no limit
Masonic Groups – Visitors (with Fate Masons’ permission/sponsorship)	6 free visits per year
Arts related groups (with City Manager’s approval)	6 free visits per year
Fate Seniors	Free, no limit
Historic Preservation related groups (with City Manager’s approval)	6 free visits per year
Non-profit and community associated groups may be exempted from fee subject to approval by the City Manager	No Limit