

**RENTAL AGREEMENT  
CITY OF THE COLONY FACILITIES**

1. We shall pay all of our rental fees and maintenance deposits as required, in a timely manner.
2. We understand that until all rental fees and deposits are paid, the reservation is not confirmed.
3. We shall be financially responsible for any damages, misuse, or neglect for the facility that occur during our rental of the building.
4. We shall properly clean the facility at the conclusion of our rental (including floors, tables and chairs, restrooms, etc.)
5. We agree to limit our activities to our scheduled time periods. All necessary set up and clean up time must be reserved and paid for.
6. We shall return tables and chairs to their proper locations at the conclusion of the event.
7. We will report any problems or damages that occur during our usage to the building supervisor immediately upon discovery.
8. We agree to exercise care and concern at all times when using the facility, and will not disturb or utilize items or equipment without prior consent.
9. We understand the City of The Colony accepts no liability for any damage to persons arising from use of facilities in the City of The Colony, and any persons or organizations using said facility must agree herewith.
10. We will not allow smoking or alcohol consumption in the facility at any time during our utilization.
11. City ordinance prohibits use of candles or any device that requires flame.
12. We have received, read, and fully understand the policies and guidelines for the facility, and agree to abide by those rules.

I have read and understand the policies for rental of \_\_\_\_\_ and by signing the agreement below, I accept responsibility on behalf of me and the members of my organization or party to abide by the rules and conditions set forth for the use of the facility.

Name:			Phone:		
Address:		City:		State:	Zip:
Type of Function (be specific):		Approved by:		Date:	
Date of Rental:		Time of Rental:	Area of Rental:		Cost of Rental:
Estimated Attendance:	Deposit Return Received by:			Date:	
Special Instructions:					
Signed:				Date:	