



REVISED 08/2014

**CITY OF MINERAL WELLS
PARKS AND RECREATION DEPARTMENT
ACTIVITY CENTER MEETING ROOM CONTRACT**

The signature of renter on this contract verifies that the renter understands and agrees to all provisions of this contract.

1. No person, group or organization may have more than two future rentals reserved. If there are two future rentals, a separate deposit is required for each rental. If a group has two rentals scheduled, they may schedule another rental the next business day after the first of the two rentals is completed. Reservations will not be accepted for more than 15 months (one year and three months) in advance of the rental date.
2. A cashier's check or money order for \$25.00 must be presented to the Parks and Recreation Department at the time the reservation is scheduled. If the meeting room is cleaned and left undamaged, the City of Mineral Wells will return the renter's deposit within thirty (30) business days following the rental.
3. Payment for the meeting room rental fee is required five (5) days in advance of the rental. The meeting room usage fee is \$40.00 per day. If the renter has not paid the building use fee by five business days prior to the event, the City of Mineral Wells reserves the right to terminate the rental contract and retain the deposit.
4. Any meeting room rental that is scheduled when the City Gym is not open will require the attendance of a gym attendant. The renter will be required to pay the gym attendant \$30.00 per hour for the duration of the event. Payment of the gym attendant must be made in cash at the beginning of the rental.
5. If the rental is cancelled five (5) business days in advance of the rental date, all fees will be returned. If the rental is cancelled prior to the rental time and date but with less than five (5) business days' notice, the rental fee only will be returned. The Parks and Recreation Department will retain the deposit, since no other parties were able to rent the meeting room. There will be no refund if the rental is cancelled on the rental date.
6. No alcoholic beverages may be bought, sold or consumed on the premises of the building.
7. User agrees to indemnify and hold the City of Mineral Wells, its officers, agents and employees safe and harmless from any and all claims for damages, injuries or death to property or persons arising out of or resulting from the use of the premises by the user. User shall be responsible for conducting all activities in a safe manner so as to avoid any damages or injuries to property or persons.

Activity Center Meeting Room Contract

User's Name _____

User's Address _____

City _____ Zip Code _____

User's Phone (work) _____ (home) _____

Use Date _____ Type of Event _____

Use Fee Paid _____

Deposit Paid _____

User's Signature _____