



16511 Diana Lane • Houston, TX 77062  
 Phone: 281-488-0360 • Fax: 281-480-3226

- Deposit**
- Rental Fee**
- Insurance**

**Party Package Gym Rental Agreement**

Name of Organization/Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Expected Number in Attendance: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Will alcohol be served?      Yes              No      (If yes, security is required at the expense of the renter.)

**Please note, we will provide the tables and chairs in the room, it is your responsibility to set them up as you like. Tables and chairs must be broken down and returned how you found them. Renter is responsible for securing additional chairs & tables elsewhere.**

Room	Capacity	Square Footage	Rental Fee		Deposit	Accommodations
			Sat—Sun	Mon—Fri		
			8am—10pm	8am-9pm		
<b>Gym</b>	600	10,416	\$300 2 hours		\$150 Rental Deposit	<b>Basketball, volleyball, sports nets, balls, music, tables, chairs, party host</b>

Party host will be ready 15 mins before scheduled time to meet/greet. Supplies will be provided for 12 guest, balloons, 3 large 1 topping pizzas, 10 bottles of water and 10 juice boxes, 10 tables and 40 chairs, 12 invitations. More pizza/drinks, supplies can be purchased when you book your party.

Deposit is due upon rental agreement request. Remainder of balance is due 10 days before the event.

**\*For Office Use Only\***

Deposit Paid \_\_\_\_\_ Rental Fee \_\_\_\_\_ Confirmed on Calendar \_\_\_\_\_

Homeowners Insurance  YES       NO      Insurance Fee \$100 Paid  YES       NO

**Procedures for Reserving CLCCA Facilities:**

- Reservation requests are accepted a minimum of seven (7) business days in advance of an event and may be reserved a maximum of one year in advance from the current date.
- Set-up and break-down of the room are the responsibility of the applicant and must be completed within the time-frame rented.
- All events must end by agreed time.
- All applications are reviewed and approved by the CLCCA General Manager or Recreation Director. Submittal of application prior to notification of approval from CLCCA does not reserve a facility.
- The person signing the application must handle all transactions, inquiries, and changes.
- Applicant is required to be present at the event and available to CLCCA personnel during the entire course of the event for which the applicant made a reservation.
- The right of rental and use of CLCCA facilities is exclusive to applicant. Applicant shall not have the right to sublease or assign it's reservation to another group or organization. Nor shall use of CLCCA facilities be for any other purpose other than what is stated on the application.
- CLCCA reserves the right to not approve the application to reserve or rent the facilities based on the applicant's and/or applicant's guest(s) previous rental history.
- CLCCA reserves the right to not approve applications for events that are deemed political, social, policy activity, policy critiquing in nature, or events deemed divisive, illegal, or immoral.
- Any reservation or rental agreement is revocable by CLCCA at any time upon good cause.

**Security Deposit and Payments:**

- A security deposit is required for all rentals. An event is not considered confirmed and booked until the deposit has been paid. Security deposit checks will be cashed, and deposit fees will be apply toward the rental fees for the facility. Payment for the rental fees are due a minimum of ten (10) business days prior to the event.
- The amount of the security deposit is set forth in the fee schedule . If the CLCCA management feels the events includes activities which could create additional risk to the facility, or necessitate additional custodial services, additional deposit amounts may be required.
- If the applicant gives written notice of cancellation of reservation no later than fourteen (14) business days prior to the scheduled event, there will be a \$50 cancellation fee. If applicant cancels the reserved rental less than seven (7) business days prior to the scheduled event, applicant shall forfeit the security deposit.
- CLCCA may hold the security deposit for such a period of time as is necessary, but not to exceed thirty (30) days, to determine the full extent of damages and to make all repairs and/or secure placement.
- The applicant is required to leave CLCCA facilities in the same condition as found upon arrival. The security deposit shall be used to repair, replace, or compensate for any property of CLCCA which is damaged or missing as a result of use by the applicant and the applicant's agents, contractors, licensees, invitees, participants and/or guests. The security deposit shall also be used to compensate for the time involved in returning the facility to its original condition if not done so by the applicant. The standard fee for this will be \$100 per hour of time required.
- The applicant assumes liability for the costs of repairing damage or loss to CLCCA property which may be incurred in excess of the security deposit for repair replacement, or payment for any property of CLCCA which is damaged, destroyed, misplaced, or stolen by applicant, participants, or guests.

# Event Regulations

**Please read every regulation and initial beside each as indication of your understanding.**

Initial Each

Box Below



	Applicant shall return CLCCA facilities and its' furnishings and property in the same condition as received. Before leaving the premises, applicant must clear all tables and remove all decorations and personal items, and clean the kitchen facility used during the event. Chairs and tables must be returned to the way they were found, cleaned and stacked. Applicant agrees to remove all bagged garbage from function to the appropriate facility dumpster following the function. Garbage bags are provided, however, it is the applicant's responsibility to remove and replace trash bags as necessary during and following the function. Floors are to be swept clean and damp mopped. Restrooms are to be left in good condition; toilets flushed, all trash collected and disposed, floors cleaned.
	There will be no smoking and no glass containers at all CLCCA facilities.
	No decorations of any type shall be attached to the structures, ceiling, walls, or furnishing. No glitter, confetti rice or birdseed shall be permitted. (Tape or Command strips ONLY)
	No live bands are permitted. DJs are allowed.
	Coolers, ice chests, and beer kegs are to be placed in the kitchen, never on the wood floors.
	DJ's and caterers may unload equipment at either gate and them dolly in. Vehicles may not pull past gates to unload. Equipment is to be dollied across wood floor, never pulled.
	CLCCA has the right to require uniformed law enforcement officers for any and all events.
	CLCCA is not responsible for losses, damages, and/or misplaced personal property place in or on its facilities grounds by the applicants and all person's associated with the applicant.
	CLCCA is released and discharged from any and all liability for loss, injury, or damage to persons or property that may be sustained arising out of the use of CLCCA facilities and its grounds, or security services.
	All facilities, including parking lots, must be cleared and vacated within thirty (30) minutes after the end of the event.
	Applicant and guests, contractors, licensees, invitees, participants and/or guests shall comply with all Federal, State, and local laws, as well as CLCCA rules, regulations, and deed restrictions and will be subject to all applicable law enforcement penalties while on CLCCA's premises.
	All persons associated with the rental of the facilities are required to conduct themselves in a manner which will not interfere with CLCCA staff and residents and applicant assumes full responsibility of applicant's agents, contractors, licensees, invitees, participants, and/or guests attending the event.
	No outside equipment, including, but not limited to, cooking devises, music/sound equipment, smoke machines, electrical devices, inflatable units, and special lighting shall be permitted within CLCCA facilities and premises without advance written consent of management. CLCCA reserves the right to require additional insurance requirements for any equipment that is brought onto the premises.
	Parking is permitted only in designated area and quests shall not cause excess vehicle noise, vehicle audio system noise, cause undue traffic congestion, or drive recklessly when arriving or leaving.
	If additional CLCCA staff are called on to respond to an emergency that is not the fault or responsibility of CLCCA, applicant will be billed a minimum of \$475 for the first hour and \$450 per hour for services rendered.

# Hold Harmless Agreement for use of CLCCA Facilities

The names organization or individual (herein called LESSEE) agrees to and shall indemnify and hold harmless the CLCCA, it's trustees, officer, agents, and employees from and against any and all claims, losses, damages, causes of action, suits and liability of every kind, including expenses of litigations, court costs and attorney's fees, for damage to any person or property arising out of or in connection with the use of premises by LESSEE under this agreement, regardless whether such injuries, death, or damages are cause in whole or in part by the negligence of the CLCCA. It is the express intention of the parties hereto, both CLCCA and LESSEE that the indemnity provided for in this paragraph includes indemnity by LESSEE to indemnify and intention of the parties hereto, both CLCCA and LESSEE that the indemnity provided for in this paragraph includes indemnity by LESSEE to indemnify and protect the CLCCA from the consequences of the CLCCA's own negligence, whether that negligence is the sole or a concurring cause of the injury, death, or damage.

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

Every facility rental requires proof of liability insurance in the form of a copy of the declarations page from the applicant's home-owners or renter's insurance policy. If no proof of insurance is provided, there will be a \$100 non-refundable fee for the room rental.

Insurance Company \_\_\_\_\_

Amount of liability insurance \_\_\_\_\_

I hereby certify that the liability insurance described above is in full force and effect and that all members of my organization will be informed of this Hold Harmless Agreement prior to the time the function is held.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)