



16511 Diana Lane • Houston, TX 77062
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- ☐ **Deposit**
☐ **Rental Fee**
☐ **Insurance**

PERMIT# _____

2023 ROOM RENTAL AGREEMENT

Name of Organization/Individual: _____

Contact Person: _____

Phone Number: _____ Email: _____

Address: _____ City: _____ Zip: _____

Rental Date: _____ Time of Event: _____ (all events must end by 10:00 PM)

Expected Number in Attendance: _____ Type of Event: _____

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

We provide *around 15 tables* and *around 60 chairs* for you to be able to use for your rental.

Please note, if we 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. Tables and chairs are on a first come, first serve bases per renter. If they are not available, renter is responsible for securing additional chairs elsewhere.

Room	Capacity	Square Footage	Rental Fee				Security Deposit	Accommodations
			Resident		Non-Resident			
			M-Th	F-Su	M-Th	F-Su		
Pavilion Room	125	1,512	\$40/hr	\$48/hr	\$50/hr	\$60/hr	Cost of Rental No Alcohol 1.5x Cost of Rental W/ Alcohol	Tile floors Refrigerator, Stove, & sink area. Restrooms located inside room.
C/D Room	100	1,482	\$36/hr	\$44/hr	\$45/hr	\$55/hr	Cost of Rental No Alcohol 1.5x Cost of Rental W/ Alcohol	Tile floors, Mini refrigerator, stove, & sink area.
G -100	25	598	\$22/hr	\$28/hr	\$25/hr	\$35/hr	Cost of Rental	Great for a small party or classroom setting.
Room B	15	575	\$22/hr	\$28/hr	\$25/hr	\$35/hr	Cost of Rental	Conference table with room for audience. A/V capabilities.
Gym	600	10,416	\$35/hr Half Court \$85/hr Full Court				\$15 Half Ct per Hour \$25 Full Ct per Hour (\$200 Mtg/Party)	

***For Office Use Only ***

Deposit Paid _____ Rental Fee _____ Confirmed on Calendar _____

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

Event Regulations



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 clean all tables and remove all decorations and personal items and clean the kitchen facility used during the event. CLCCA will provide the tables and chairs in the room, it's the renter's responsibility to set them up as needed. Tables and chairs are on a first come, first serve basis per renter. If they are not available, renter is responsible for securing additional chairs elsewhere. 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.
	CLEANING FEES: Applicant can elect to pay an additional fee IN ADVANCE to have the room professionally cleaned. Cleaning Fees: Rigdon Joosten Room: \$300; C/D Room: \$275; G-100 & Board Room: \$200; Gym: \$275. Cleaning Fees are due 7 days prior to the rental. If the applicant fails to clean the room prior to leaving per this agreement, or does not pay the additional cleaning fees, the renter will forfeit the room rental security deposit in full.
	The time for rentals INCLUDES SET-UP AND CLEANING. This needs to factor in when scheduling time for rentals. If you are in the room prior or after your rental time you WILL LIKELY BE CHARGED for those times which are always rounded up to at least a full hour charge. This may result in FORFEITURE OF DEPOSIT AND/OR ADDITIONAL CHARGES.
	There will be no smoking/vaping and no glass containers at all CLCCA facilities.
	When exiting the facility, you are responsible for turning the thermostat off. Failure to do so may result in a \$30 penalty from your deposit.
	No decorations of any type shall be attached to the structures, ceiling, walls, or furnishing. No glitter, confetti, rice or birdseed shall be permitted. No Candles Allowed. Balloons must be popped and placed into a trash bag at the end of the event.
	No live bands are permitted. DJs are allowed.
	Coolers, ice chests, and beer kegs are to be placed in the kitchen.
	DJ's and caterers may unload equipment at either gate and then dolly in. Vehicles may not pull past gates to unload. Equipment is to be dollied across floor, never pulled.
	The full amount of the room rental security deposit will be forfeited if alcohol is served without prior payment.
	Both the renter and the CLCCA Staff member must sign off on the room rental checklist at the beginning and at the end of the rental before leaving in order for the deposit refund to be submitted.
	The Rental room must be unoccupied by 10:00pm. All cleanup must be done prior to 10:00 pm.
	CLCCA has the right to require uniformed law enforcement officers for any and all events at the renter's expense
	CLCCA is not responsible for losses, damages, and/or misplaced personal property placed in or on its facilities grounds by the applicants and all persons 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. Parking lots are to be left clean of trash and debris.
	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.
	COH Health permits are required for food trucks, concessions, etc.
	Parking is permitted only in designated areas and guests 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 \$75 for the first hour and \$50 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)

Insurance Requirements

Every facility rental requires proof of liability insurance in the form of a copy of the declarations page from the applicant's homeowners or renter's insurance policy. If no proof of insurance is provided, there will be a \$100 nonrefundable 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)

Safety Protocol

*Providing a safer environment for our guests and staff is a top priority and achieving this is a shared responsibility. Please join us in our efforts to enhance the safety of our public spaces by complying with local regulations and practicing social distancing. Face masks and frequent hand washing are recommended procedures for large gatherings. We appreciate your support and understanding. By signing this I acknowledge that I am aware of the safety concerns and recommendations of CLCCA.

Signature

Name (please print)

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 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 its 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. The person signing the application must handle all transactions, inquiries, and changes.

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 do not apply toward the rental fees for the facility. Payment for the rental fees is due a minimum of seven (7) 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 seven (7) business days prior to the scheduled event, there will be no cancellation fee. If applicant cancels or changes the date of 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. Security deposit refunds for completed functions will be returned to applicant by the mail in the form of a check issued by CLCCA approximately fourteen (14) business days following the function.

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

Signature

Name (please print)