



**CITY OF RHOME  
CIVIC PAVILION  
RENTAL APPLICATION**  
City Hall Hours Monday-Friday  
8:00 AM – 4:00 PM

Physical Address:  
501 South Main Street  
Mailing Address: PO Box 228  
Rhome, Texas 76078  
Telephone: 817-636-2462  
[www.cityofrhome.com](http://www.cityofrhome.com)

TODAY'S DATE: \_\_\_\_\_

REQUESTED DATE: \_\_\_\_\_ START TIME \_\_\_\_\_ / END TIME \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

ORGANIZATION'S NAME (IF ANY): \_\_\_\_\_

APPLICANT'S PHYSICAL ADDRESS: \_\_\_\_\_

APPLICANT'S MAILING ADDRESS FOR REFUND: \_\_\_\_\_

DAYTIME TELEPHONE: \_\_\_\_\_ EVENING TELEPHONE: \_\_\_\_\_

WHAT TYPE OF FUNCTION OR EVENT WILL BE HELD: \_\_\_\_\_

PLEASE TELL US IF THERE IS ANYTHING UNUSUAL OR UNIQUE ABOUT THIS EVENT THAT IS NOT COVERED BY THE ABOVE:  
\_\_\_\_\_

**IMPORTANT NOTICE:**

<b>REFUNDABLE SECURITY DEPOSIT (DAMAGE/CLEANING):</b>	<b>\$100.00 per event Resident or Non-Resident</b>
<b>NON-REFUNDABLE ELECTRICITY USAGE FEE</b>	<b>\$25.00 per event Resident or Non-Resident</b>
<b>RENTAL FEE FOR UP TO FOUR HOURS:</b>	<b>\$200.00 Non-Resident (\$0 for residents)</b>
<b>RENTAL FEE PER HOUR FOR ADDITIONAL HOURS:</b>	<b>\$50.00 Non-Resident (\$0 for residents)</b>

All fees must be paid in full at time of reservation to hold date and time.

I, \_\_\_\_\_, ACKNOWLEDGE THAT I HAVE READ THE RENTAL AGREEMENT & RULES GOVERNING THE USE AND CARE OF THE CIVIC PAVILION AND SURROUNDING AREAS, AND AGREE TO ABIDE BY THE PROVISIONS THEREIN. THE CITY RESERVES THE RIGHT TO REFUSE RENTAL TO ANY PERSON OR PARTY DEEMED TO HAVE BEEN IN VIOLATION OF THE AGREEMENT & RULES. ADDITIONALLY, ANY PERSON OR PARTY DEEMED TO BE IN VIOLATION MAY BE ASKED TO LEAVE THE CIVIC PAVILION AND SURROUNDING AREA AT ANY TIME BY CITY OFFICIALS.

APPLICANT'S SIGNATURE _____	DATE _____
AMOUNT OF DEPOSIT PAID \$ _____	DATE PAID _____
AMOUNT OF RENTAL FEE PAID \$ _____	DATE PAID _____
AMOUNT OF SECURITY DEPOSIT REFUNDED: \$ _____	DATE REFUNDED _____

# CIVIC PAVILION

## RENTAL AGREEMENT AND RULES

### PLEASE READ AND INITIAL BY EACH OF THE FOLLOWING:

These are the general rules governing the use of the Civic Pavilion and each applicant is required to signify their understanding of the rules and their agreement to these conditions for using the Civic Pavilion by initialing at the bottom of each page of the rules/regulations, upon application.

1. Use of the Civic Pavilion will be regulated by the rules contained herein.
2. The City reserves the right to refuse rental of the Civic Pavilion to any person or organization deemed not in the best interest of the City.
3. Applications for use of the Civic Pavilion will be processed and reserved on a First Come/First Serve basis. Conflicts will be resolved by the Mayor. The City reserves the right to cancel or reschedule a reservation expressly for the holding of a special activity instrumental in meeting the community's needs.
4. NO ALCOHOLIC BEVERAGES ARE PERMITTED ON ANY CITY PROPERTY.
5. No flammables are permitted inside the Civic Pavilion or surrounding property.
6. Smoking is not permitted inside the Civic Pavilion or the restrooms.
7. Electronic paraphernalia will be provided by the user. Signs, banners, decorations or advertising materials in or around the Civic Pavilion are not allowed unless approved at the time of application.
8. All activities will cease by 10:00 PM Sunday – Thursday and 11:00 PM Friday – Saturday.
9. Applicant agrees that neither Applicant nor Applicant's invitees or guests will make any permanent alterations to the Civic Pavilion, and that Applicant will keep the Civic Pavilion and restrooms clean and to ensure all trash and debris in and around the Civic Pavilion and restrooms are placed in appropriate containers, and will clean the Civic Pavilion after use to the same condition as existed prior to Applicants' use.
10. Applicant will be responsible for all damages to the Civic Pavilion caused or created during or due to Applicant's use. Any damages other than an Act of God to the Civic Pavilion will result in loss of deposit, replacement or repair cost and/or possible legal action. Damages resulting from the activity will be repaired by the City and the renter will be liable for the cost of such repairs.
11. Applicant agrees that Applicant will be responsible for all damages caused by minors in Applicant's group, and applications for groups composed partially of minors will be approved only if adults accept, in writing, responsibility for supervision of the minors throughout the period of the reservation(s).
12. Catering or service of food is permitted subject to health inspections per the City Ordinances are the renter's responsibility to obtain through City Hall.
13. The City reserves the right to revoke any reservation for use of the Pavilion, including once a use has commenced, without notice if the City staff determines, in its sole discretion, that use of the Pavilion at the reserved time or any proposed or planned activity endangers the health, welfare, or safety of the public, participants, or those in attendance. The City also reserves the right to revoke any reservation for the use of the Pavilion if the City staff determines, in its sole discretion, that the use or the participants are causing, or are likely to cause, damage to the Civic Pavilion, restroom or surrounding premises, unduly annoy nearby residents, or violate any applicable law, statute or regulation.
14. Any individual or organization granted permission by the City to use the Civic Pavilion and premises shall be responsible for the conduct of all guests, participants, and others in attendance. In addition, the City reserves the right to require supervision of any function or event by private security personnel, retained at the expense of the permitted

user, to provide additional supervision at those functions or events if the City staff determines, in its sole discretion, that such additional supervision is needed.

15. The Applicant agrees and represents that Applicant has inspected the Civic Pavilion and determined that such premises are reasonably safe for the activities contemplated by the Applicant. The Applicant further agrees that prior to commencing the event for which Applicant is seeking a reservation, Applicant will inspect the Civic Pavilion to determine whether the condition of such premises are safe for the contemplated activity, and if the Applicant determines at any time that any condition arises which makes the Civic Pavilion or the surrounding area unsafe, the Applicant shall immediately discontinue the use and notify the City of such dangerous condition. The Rhome Police Department routinely patrols the Civic Pavilion and Family Park and has the authority to terminate activities if, in their opinion, such action is necessary to preserve the peace and order of the City or if these rules have been violated.

16. Any individual or organization granted permission by the City to use the Civic Pavilion and premises shall indemnify, and by signing this, does indemnify the City against any loss, damage or liability, which might arise out of or result from such use. Any individual or organization granted permission by the City to use the Civic Pavilion and/or premises shall secure insurance covering such intended use, at the user's expense, prior to the use of the Civic Pavilion designating the City as a co-insured loss payee. Nothing contained herein shall be construed to limit or waive any governmental or sovereign immunity of the City of Rhome or any immunity applicable to its officers, agents, servants or employees, nor shall it be construed to limit or waive any insurance coverage or the City's status as an additional named insured as provided in this agreement.

17. Any individual or organization granted permission by the City to use the Civic Pavilion shall be liable for any and all damage caused to the facility or any real or personal property located thereon or therein, including loss or theft during the event or function.

18. Any accidents or injuries occurring during the use of the Civic Pavilion, regardless of the severity, shall be reported immediately to the Rhome Police Department.

19. Applicant agrees that neither Applicant nor Applicant's invitees or guests will make any permanent alterations to the Civic Pavilion and that neither Applicant nor Applicant's invitees or guests will remove any property owned by the City of Rhome and located within or upon the premises of the Civic Pavilion or restrooms without express written permission by the Mayor or the Director of Public Works.

20. Gambling in any form, for profit, will not be allowed within the Civic Pavilion or upon the premises thereof, without prior approval of the City Council.

21. The following is a list of items required to be completed by renter prior to surrender of Civic Pavilion to City Officials:

- A. Ensure there are no decorations hanging from lights or walls
- B. Remove all tape, string or ribbons from building.
- C. Floor should be swept clean and appearance around building should be clean.
- D. All trash is put in appropriate receptacles.
- E. Restrooms should be cleaned, checked to ensure no water is running and that lights are turned off.
- F. Electric breaker in panel should be turned off and panel locked before departure. Failure to turn off electric and lock panel will result in loss of deposit.

22. No public address or amplification system may be used before 9 AM or after 10 PM.

23. Applicant agrees that Applicant shall comply with and enforce all posted facility signage and shall take reasonable steps to notify Applicant's invitees and guests that compliance with such signage is required, including on such matters including, but not limited to: illegal parking, animal violations, alcoholic beverage violations, and disorderly conduct.

Applicant shall immediately report any violations observed and not immediately corrected to the Rhome Police Department.

I have read and understand the above document(s) and agree to abide by these rules and regulations and its conditions. I also understand that if I disobey any rule or regulation and if I do not call for the inspection that I will forfeit my deposit.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_