

For Check-in: Call the Monitor to meet you at the building. Call 30 minutes before you plan to arrive. Allow 10 minutes to complete the Pre-Check List.

For Check-out: Call the Monitor 30 minutes before departure to check you out and get your initials on the Post-Check paperwork.



FOR OFFICE USE ONLY

Rental Date: _____
Renter: _____
Best Phone #: _____
2nd Phone #: _____
Monitor Assigned: **Darla Smith (318) 581-3696**

Winona Community Center Rental Application, Rules & Regulations, Rental Agreement

Thank you for considering the Winona Community Center for your event. Winona Community Center is a great place to host a special gathering, such as a wedding reception, baby shower, family reunion, party, or meeting. The rental fee is very affordable. A deposit is required and it is refundable. The Community Center is available for private and public use by both residents and non-residents in accordance with the terms and conditions set forth below.

<p>To Arrange for Rental Winona City Hall 110 Dallas St. / P.O. Box 97 Winona, TX 75792 (903) 877-3381 Call ahead to see if your preferred date is available. Office is closed on State holidays.</p>	<p>Community Center Location 520 Dallas St. Winona, TX 75792</p> <p><u>Available seven days a week:</u> Sunday - Thursday from 8:00 a.m. – 10:00 p.m. Friday & Saturday from 8:00 a.m. to midnight.</p>
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Rental Information & Equipment

1. 1500 sq. ft. (1200 sq. ft. open space) next to the children's playground
2. Full Kitchen includes: refrigerator/freezer, gas stove with oven, microwave, 1 double sink, 1 small sink, serving bar, and ample counter space.
3. A large handicap-accessible restroom.
4. 7 long tables (95" long and 29½" wide and 28½" tall)
5. 61 Chairs (50 white plastic, 9 padded metal chairs, 2 plain metal chairs)
6. 1 Piano (The piano is in poor condition and is not suitable for use.)
7. Optional: 50" TV with Blu-ray, USB, and accessory cords for PC, microphones, sound system, game system, music player, etc. (as needed for presentations, slide shows, and entertainment).
An additional fee of \$25 is required to use the Blu-ray television.

Schedule of Fees and Deposits

Residents & Non-Residents

1. 4 hours or less for \$30.00 with a Security Deposit of \$100.00
2. 4 hours or more for \$60.00 with a Security Deposit of \$100.00
3. Use of 50" TV with Blu-ray for an additional \$25.00

Hours rented are to include your setup and clean-up time. If you need extra time to setup or to clean up after for your party beyond the 4 hours you will need to pay the \$60 fee.

The City reserves the right to revise fees when to do so is in the best interest of the City.

Reservations

All reservations must be made by applying at Winona City Hall, Monday–Friday, between 9:00 am and 4:30 pm. The city office is closed from noon to 1:00 pm for lunch. Call ahead to see if your proposed date is available and to verify office hours. The office is closed on State holidays. To make a reservation, a valid picture I.D. must be presented.

No reservations accepted without payment. Reservations are accepted on a first-come, first-serve basis in accordance with the guidelines and policies of the City of Winona. It is the policy of the City of Winona to make the Community Center available for rental to everyone and the City reserves the right to adopt rules and fee schedules that promote this policy.

The Community Center is available seven days a week: Sunday through Thursday from 8:00 a.m. – 10:00 p.m. and Friday and Saturday from 8:00 a.m. to midnight. Applicants **are limited to the hours specified** on the rental application/receipt and the hours specified **must include time for set-up and clean-up**. Applicants will only be allowed inside the building during the time of the reservation.

The application, rental fee, and security deposit must be received and paid in full at the time the reservation is made. Cash, check, money order, or credit cards (with a service fee for credit card use) are acceptable for payment. However, if the reservation is made within 15 days of the event, only cash will be acceptable for payment.

Rental fees paid in advance are only refundable if the event is cancelled 1 weeks (7 days) before the scheduled date of the event. Credit card service fees are non-refundable.

City parades in July and December celebrating the holidays on or near the 4th of July and on the first Saturday of December will block some access to the Community Center for an unspecified length of time. I agree to plan accordingly if a City parade could potentially block access to the Community Center and to work with City Staff to determine the potential impact of a city parade on my event.

_____ (initial)

Eligibility

1. In order to make a reservation, an application must be completed and the applicant must provide a valid/current driver's license or I.D.
2. Applicants must be 18 years of age or older to rent the Community Center.
3. The City of Winona reserves the right for City staff to deny any application based on past rental history, type of event, or any reason not in the best interest of the City.

_____ (initial)

City of Winona Community Center Policies, Rules and Regulations

Reservations are prioritized on a first paid, first scheduled basis. The Community Center shall not be leased for fundraising, commercial use, or profit-making events without special permission granted by the Winona City Council. Renters must agree to the following:

1. No alcohol or drugs are allowed on the premises of the building or park.
2. Smoking is strictly prohibited in buildings, please instruct your guests to smoke at least 25 feet from the doors. Cigarette butts must be disposed of properly.
3. Overnight stays and unaccompanied minors are not allowed in the facility.
4. Groups that are comprised of youth 17 years of age and younger are required to have one adult chaperone for each ten youths in attendance at all times.
5. Gambling activities are not permitted in buildings, surrounding areas, or park grounds.
6. No car washing is allowed on the premises.
7. No utensils, furnishings, or equipment already on premise shall be removed from the building.
8. Nothing shall be attached to the building with screws, nails, tacks, or staples.
9. Building and grounds must be vacated by 10:00pm Sun-Thu and 12:00 midnight Fri & Sat at the latest.
10. The Winona Community Center shall not be subleased or re-assigned to any other party, group, or organization.
11. The City of Winona reserves the right to cancel any reservation for reasons deemed necessary by City Management or by the City Council.
12. The City of Winona is not responsible before, during, or after the event for any personal items left or lost in the building, park, or grounds.
13. The City of Winona is not responsible for any accident or injury associated with building or park facilities use. All facilities are used and events are attended under the direction and responsibility of the person signing the application. The City of Winona holds no responsibility for injury, theft, damage, or death in conjunction with events or activities held on rented properties. The renter is responsible for notifying the City of Winona of any accidents or injuries that occur on the property.
14. **Insurance:** The City of Winona does not maintain event insurance for private events. Individual renters are responsible for acquiring event insurance for their protection.
15. **Security:** The City of Winona does not provide event security for private events. Individual renters are responsible for acquiring event security for their own protection.
16. No Fireworks or sparklers allowed in City of Winona or the Community Center grounds without a Fireworks Permit and Proof of Insurance. Inquire at City Hall for a Fireworks Permit.
17. The City of Winona takes no responsibility and shall be held harmless from any damages incurred by the renter if the Community Center should become unusable for any reason (such as could occur due to a fire or tornado or any building problem with the air conditioning, electricity, or plumbing) and/or if the event must be cancelled for any reason deemed necessary by the City. If the Community Center becomes unusable or the event must be cancelled, City staff will notify the renter as soon as possible to advise him/her to make other arrangements and deposits and fees will be returned.

_____ (initial)

Failure to comply with any of the above Policies, Rules and Regulations could result in the termination of the event and the forfeiture of all fees and deposits.

_____ (initial)

Renter Responsibility for Clean-up & Requirements for Damage Deposit Refund

1. Renter is responsible for cleaning the facility including the floors, counters, tables, kitchen area, refrigerator, stove, sinks, restroom and grounds.
2. Set-up and clean-up time is included in the rental time. Plan accordingly.
3. **All paper goods (toilet paper, paper towels), trash bags, hand soap, dish soap, and cleaning supplies are to be furnished by the renter.**
4. All trash or litter must be deposited in the proper outdoor receptacles in order for the deposit to be refunded.
5. No food shall be left in the refrigerator, freezer, or kitchen after the event.
6. All chairs, tables, benches, etc., must be returned to proper places when building and grounds use is complete.
7. No decorations or ornaments are to be hung from ceilings, walls, or light fixtures with any material or means that will cause damage to the property. All decorative materials must be completely removed before vacating the building.
8. Failure to leave the buildings and grounds clean and orderly will result in forfeiture of all or part of the deposit and cause future denial of rental requests.
9. The full cost to repair damages caused by activities of participating groups will be the responsibility **of the person who signed the application.** The City of Winona will bill the Renter for reimbursement of any repairs that exceed the Security Deposit.
10. BE CERTAIN THAT EVERY PERSON WHO IS ENGAGED IN SERVING AND CLEANING IS MADE TO UNDERSTAND THE CENTER REGULATIONS AND RENTER RESPONSIBILITIES.

_____ (initial)

**** CLEAN UP CHECKLIST ON BACK OF PAGE**



CLEAN UP CHECKLIST

We want you to get your deposit back, so please use this checklist before you depart.

For Check-out:
Call the Monitor
30 minutes before
departure to check
you out and get
your initials on the
Post-Check List.
Call Darla at:
(318) 581-3696

GENERAL CLEAN UP

- ___ The floor is clean and swept. No sand or dirt on the floor. No marks on the floor.
- ___ The kitchen counters are clean and nothing is left behind on the counters. Wipe off all counters.
- ___ The sink is empty of any items.
- ___ The sink is clean.
- ___ The toilet is clean.
- ___ The bathroom sinks are clean.
- ___ The bathroom floor is clean.
- ___ The stove top is clean.
- ___ The oven is clean. Leave nothing in the oven.

REMOVING TRASH AND FOOD FROM THE BUILDING / GROUNDS ARE CLEAN

- ___ The refrigerator is clean and empty of all items. Nothing is left in the refrigerator or freezer.
- ___ The grounds are clean and all trash bags fit inside one or more of the blue trash carts provided.
- ___ The lids of the blue trash carts are closed completely so that animals or rain cannot get in (if it rains).
- ___ No trash cart is overfilled. Use additional trash carts rather than overfill a single trash cart.
- ___ All trash is in bags in the trash carts.

IF TELEVISION IS RENTED

- ___ The remote controls (that operate the TV and TV accessories) are left beside the TV.

LOCKING UP THE BUILDING

- ___ The door by the exit nearest where trash carts are (northwest corner) is locked. (LOCK DEAD BOLT)
- ___ The door by the kitchen (east door) is locked. (LOCK DEAD BOLT)
- ___ The door by the television (southeast door by parking lot) is locked. (LOCK DEAD BOLT)
- ___ The door to the main entrance (where the keypad is located) is locked. **(DO NOT LOCK DEAD BOLT)**

**DO NOT DEAD-BOLT THE DOOR WITH THE KEYPAD SYSTEM.
IT WILL LOCK BEHIND YOU.**

THE OTHER 3 DOORS MUST BE DEAD-BOLTED UNPON LEAVING.

The lights are on sensors and will go off by themselves.

**DAMAGE DEPOSIT REFUND INSTRUCTION FOR CITY FROM RENTER:
DAMAGE DEPOSIT RETURN DIRECTIONS
FROM COMMUNITY CENTER RENTERS**

Select one of the choices below to let us know how you would like your damage deposit handled after your use of the community center.

_____ If there are no damages, I give my permission for my damage deposit check to be shredded after my use of the Community Center .

_____ If there are no damages, I will come to City Hall and pick up my damage deposit refund.

_____ If there are no damages, I approve for my deposit to be applied to my City Utility Bill.

Signature: _____ Date: _____

*If deposit was made with a credit card, service fees associated with transaction are non-refundable.

FOR OFFICE USE:

_____ The damage deposit check (shown above) was shredded on _____ in accordance with the directions stated above.

_____ The damage deposit refund (shown above) was picked up by _____
on _____ in accordance with the directions stated above.

_____ The damage deposit (shown above) was applied to customer's account _____

Signature of deposit picked up

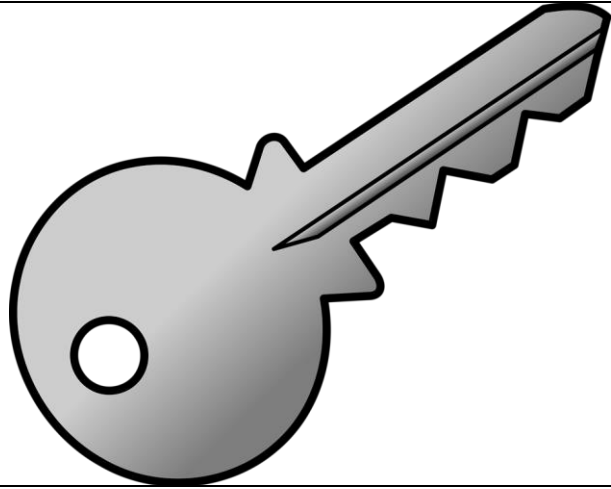
Print name of deposit picked up

STAFF SIGNATURE

Date

**Procedure for
Check-in & Check-out**

**Winona
Community Center**



Monitor Number: (318) 581-3696

Check-in:

**30 minutes before the time you want to arrive,
call the Monitor to meet you at the building.
Upon arrival, allow 10 minutes to go over the Pre-Check List.**

Check-out:

**30 minutes before the time you want to check-out,
call the Monitor to meet you at the building.
Before departure, allow 10 minutes to go over the Post-Check List.**

Important Note:

**The return of your damage deposit depends on completion of the
Check-out form with the Monitor after your event. Your initials are required on
the Check-out form. Don't leave without checking out in person with the
Monitor or you will be responsible for any damages found later when the
Monitor checks the building without you. Let the Monitor check you out.**

In Case of Emergency:

**If there is an emergency that cannot be handled by the Monitor,
call the City's 24-hour Answering Service at (903) 877-3381.
Work with the Monitor first before calling the City.**

#	Pre-Check / Post-Check List (Items Verified) RENTER / DATE: _____	Initial below to verify condition is OK.			
		Pre-Check Monitor	Pre-Check Renter	Post Check Monitor	Post Check Renter
1.	Floors are clean and swept. No sand, dirt, or marks.				
2.	Window blinds are present on all windows (except the window over the kitchen sink). Blinds are in good working condition.				
3.	Kitchen is in good clean condition.				
4.	Counters are clean and wiped off.				
5.	Nothing left behind on the counters				
6.	Sink is clean and empty.				
7.	Stove top is clean. No spills on the stove top.				
8.	Oven is clean and empty. No spills inside.				
9.	Refrigerator is clean and empty.				
10.	Freezer is clean and empty.				
11.	Kitchen floor is clean.				
12.	Microwave is clean and empty.				
13.	Restroom is clean (toilet, sink, and floor are all clean)				
14.	No tape or string is left behind on the ceiling or walls.				
15.	No crepe paper is left behind on the ceiling or walls.				
16.	No additional nails/screws or nail/screw holes				
17.	7 Long Tables				
18.	50 white plastic chairs / 9 padded metal chairs / 2 plain metal chairs				
19.	1 Piano (in poor condition with keys missing).				
20.	50" Blu-ray Television on a Stand				
21.	Outdoor BBQ (next to picnic tables) in good condition.				
22.	The outdoor grounds surrounding the center are clean (no trash or cigarette butts lying around) on all 4 sides of the building.				
23.	The lids of the blue trash carts are closed completely so that animals or rain cannot get in (if it rains).				
24.	No trash cart is overfilled. Use additional trash carts rather than overfill a single trash cart.				
25.	IF TELEVISION IS RENTED: The remote controls (that operate the TV and TV accessories) are returned.				
26.	The door by the exit nearest where trash carts are parked (northwest corner) is locked/dead bolted.				
27.	The door by the kitchen (east door) is locked/dead bolted.				
28.	The door by the television (southeast door by parking lot) is locked/dead bolted.				
29.	The door to the main entrance (where the keypad is located) is locked BUT NOT DEAD BOLTED.				
30.	The air conditioning unit is in good working order.				
	Initial Here if All Listed Items are OK→				

