



COMMUNITY CENTER RENTAL AGREEMENT

Primary Contact and/or Organization:

Event is sponsored by: ☐ INDIVIDUAL ☐ BUSINESS/ORGANIZATION

Contact Name*					
Company/Organization					
Mailing/Business Address					
City		State		Zip	
Phone					
E-mail Address					

***Photo identification required. Must be 21 years of age or older.**

Event Details:

Failure to disclose all event information may result in cancellation of your rental. Incomplete information will delay the processing of your application and may result in loss of your requested date/times. Please check "Yes" or "No" for each of the following.

Will food and beverage be served? ☐ YES ☐ NO

Will you need to rent the kitchen? ☐ YES ☐ NO

Will alcohol be served? * ☐ YES ☐ NO

~~Will you need the event advertised on outside marquee?~~ ☐ YES ☐ NO

Will you need use of the following?

Microphones? ☐ YES ☐ NO

Projector? ☐ YES ☐ NO

Stage? ☐ YES ☐ NO

Are you hiring a third-party vendor? (DJ, caterer, etc.) ☐ YES ☐ NO

*Events with alcohol consumption and/or determined by the City of Keene as deemed necessary for public safety purposes and are subject to additional fees

Initials _____

Event Information:

☐ BABY SHOWER ☐ BIRTHDAY PARTY ☐ FAMILY/SOCIAL GATHERING

☐ BUSINESS/ORGANIZATION MEETING ☐ WEDDING RECEPTION ☐ OTHER: _____

Event Name: _____

Requested Date: _____ Alternate Date (if any): _____

Start Time: _____ End Time: _____ (include set up and clean up time MUST BE OUT OF BUILDING BY MIDNIGHT)

Anticipated Attendance: _____ (actual attendance may not exceed room capacities)

How to get your deposit back:

Please Initial Understanding of the following:

_____ Follow all terms of contract

_____ Park in designated parking only

_____ Take down all decorations (no use of unapproved décor per contract)

_____ Empty and clean appliances, counters, restrooms and floors per attached checklist

_____ Do not cause damage to facility

Statement of Certification

I certify that I have reviewed the City of Keene Rental Policies and Procedures and that the information on this form is true and accurate to the best of my knowledge. I understand that providing false or misleading information is grounds for the City of Keene to cancel or terminate my event reservation.

Signature: _____ Date: _____

Please send to Keene City Hall, 1000 N. Old Betsy Rd, Cleburne, Texas 76031

Fax to 817-556-2060; Email to court@keenetx.com; Telephone 817-641-3336

Website: www.keenetx.com

Initials _____

City of Keene Community Center Rental Policies and Procedures

Reservations are required.

Reservations can be made via telephone, email or online if available, accompanied by a completed reservation application rental agreement.

Community Center hours shall be from 7:00 am to 12:00 am Monday through Sunday. You can call or visit the City of Keene between 8:00 am and 5:00 pm Monday through Friday only to make reservations. The applicant shall confirm such reservation and conditions of the premises in person within seventy-two (72) hours of the reservation.

Setup and clean up times are included in the reservation. Extended hours for cleanup may be arranged in advance with the city, if the facility is available during the time requested. Please be aware that for EVERY 30 MINUTES you go over your scheduled time, \$50.00 will be deducted from your deposit. Additional charges will be applied if needed.

Only persons twenty-one (21) years of age or older can reserve the Community Center. The rental period is outlined in the Fee Schedule Section.

Reservations shall not be transferrable without the written consent of the City. The City may impose reasonable conditions or restrictions on the granting of a reservation (see ordinance Section 95.206).

A requirement that the applicant must post a reasonable deposit of security for the repair and any damage to these facilities or the cost of clean-up or both as set forth herein.

Rental/Deposit fee payments.

Rental fees must be paid at least fourteen (14) days prior to the date of the event to avoid cancellation. Deposit payments are due at the time of the reservation request to hold the date.

Cancellation of reservation.

If cancellations are received by the city at any time prior to fourteen (14) days prior to the event, a full refund shall be made. No refunds shall be made for cancellations after fourteen (14) days.

Deposit refund.

Deposits shall be refunded upon inspection of the facilities. The city shall have up to thirty (30) days to refund any or portion thereof the deposit.

Capacity.

The Community Center has a seating capacity, with round tables (8 seats per table), for approximately 256 people. Seating without tables expands capacity to approximately 364 people.

City of Keene Community Center Rental Policies and Procedures (cont'd)

Parking.

There are 126 parking spaces. Guests may use the parking area at the city park across the street for overflow parking. No parking along CR 805B shall be allowed except along the east side of the street facing northbound provided the street allows for continuous access.

Access to the building.

City staff will control all access to the building before and after all events.

Decorating.

3M Command or Scotch wall saver removable tape is the ONLY products allowed for decoration. Nails, tacks, glue or paste are NOT to be used. No confetti, rice, birdseed, glitter or cans of silly string. Expenses incurred by damage caused by decorating will be deducted from your deposit. Nothing can be hung from the ceiling or lights.

Building/Property.

No person shall mark, deface, injure, displace, alter, remove or tamper with any piece of equipment, furniture, fixtures, buildings or other property of said facilities. Construct, alter, modify or erect any partition or structure of any kind, whether permanently or temporarily. Hang, attach, affix, display, throw or release any materials to any of the interior or exterior walls, premise, apparatuses, furniture, fixtures, or equipment of the Community Center.

Alcoholic Beverages.

It is unlawful for any person to publicly sell, consume, display or possess alcoholic beverages on or within the municipal complex without a permit.

Deposit for use of alcohol with reservation.

A \$300 alcohol deposit shall be required in addition to the aforementioned deposits.

Security and Fire/EMS fees.

If alcohol is consumed, special event provisions are evoked, or if determined by the City due to the nature of the event, the applicant, at the minimum, will be required to reserve a Keene Police Officer and/or Fire/EMS personnel, at one (1) officer per 50 guests at a rate of \$45 per hour with a two-hour minimum. The City shall determine if any outside assistance either in place of or in addition to City Police Officers and/or Fire/EMS may be used or if the number of officers needs to be above or below the minimum due to the nature of the event. The City shall have to the option to reduce, waive, increase, decrease or alter such requirement and/or fee on case-by-case basis.

City of Keene Community Center Rental Policies and Procedures (cont'd)

Hired for service.

All bartenders or servers of alcohol shall have the necessary State required licensing to serve alcohol at the event. Documentation shall be submitted with reservation application.

Food handlers.

The applicant shall submit the necessary state certifications and, if applicable, County health certifications for food handlers.

Weapons.

It shall be a violation for a person to possess, carry, display, or exhibit any weapon on the municipal complex premise whether the weapon is loaded, concealed, open carried or licensed. This provision does not apply to those persons who are duly licensed by the state to carry a weapon in accordance with the provisions of subchapter H, Chapter 41 of the Texas Government Code, and as amended from time to time, or otherwise authorized by state or federal law except as provided by subsection (1) of this section. This provision does not apply to local, state, or federal law enforcement officers or agents.

Kitchen.

The kitchen shall be solely as a warming and food preparation area only. No frying or cooking with grease of any kind shall take place. The use of the kitchen shall be by rental only. The renter is responsible for emptying and cleaning appliances if used. Any food left on the premises will be discarded.

Animal occupancy in the community center.

No animals shall be allowed to enter the Community Center unless otherwise allowed by local, State or Federal law.

City-owned furniture, fixtures and equipment usage (FFE).

Screen(s), projector(s), stage with skirting, tables (round, rectangular or combination of thereof) and chairs are located in the Large Community Room and can be used with the reservation.

Failures of furniture, fixtures and equipment during an event.

The City shall not be responsible for any failures to any FFE during such event. The renter will inspect all FFE prior to the event and shall acknowledge all FFE is in working order prior to the event. Should a failure of FFE occur during such event beyond the control of the renter, the City may refund all or portion thereof any event fee.

Use of outside furniture, fixtures and equipment.

Any use of outside furniture, fixture and equipment (FFE) in conjunction with the event shall be subject to approval prior to use of the Community Center or part thereof. The applicant shall list and locate all FFE on the application and upon payment of fee and deposit. Any FFE used that is not listed on the application or any equipment listed causing any damage to the Community Center shall forfeit any deposit and may subject the renter from no future reservations thereafter. No combustible-engine motorized vehicles shall be allowed in the Community Center.

Tobacco free/clean air policy.

The entire municipal complex premise is designated as a clean air environment and prohibits any kind of tobacco use of alternates to tobacco regardless in the form of smoke or smokeless to include tobacco cigarettes, hookah, bidis, kreteks, and the like, electronic cigarettes or any other forms of smoking devices.

Damage Deposit Fee.

The City shall have the discretion for any activity that allows alcoholic beverages and/or feels such activity may cause considerable damage to the Center, furniture, fixtures and equipment such as dances, concerts, sporting events, or any mass gatherings, a damage fee of up to \$1,000.00 may be charged in addition to any of the aforementioned fees or deposits. Furthermore, any event causing damage to any of the Community Center, furniture, fixtures, equipment and entire Municipal Complex shall forfeit such deposit and possible refusal on any further use of the Community Center thereafter.

Renter Responsibility.

This agreement gives the contract holder (and guests) access to the Community Center only. Use of other facilities such as the Park or City Hall is not permitted. Unauthorized use of other city facilities will result in total forfeiture of the damage deposit. Contract holder (renter) is responsible and will be held accountable for any damages. The renter or their designee must be present during preparation (facility decorating and catering set-up) and cleanup times. The City will address any problems or concerns with the renter or their designee. All personal properties must be removed from any facility at the end of the event as the facility may be scheduled for use the next day. After the event, any damage and/or major cleanup costs will be deducted from the deposit; deductions being based on whether or not the cleanup after the event was satisfactory. The Community Center Administrator will determine this. Renter must notify the City's staff of any damages accrued during rental of the Community Center. Damage may include, but are not limited to, damage done to the facility, equipment, or any City property. In the event that fees exceed the cost of the deposit, the contract holder (renter) will be liable and billed accordingly. The city will notify the renter if all or part of the deposit is being held, or if the renter is to be billed for additional fees. The city is responsible for the storage of all City furnishings and equipment and the routine maintenance of the floor. Smoking inside the building is prohibited.

Fee Schedule – Updated 05/19/2025

Full day = 6 + hours

Half day = 6 or less hours

Half day w/ Kitchen:

\$400.00- facility rental fee (**non-refundable**)

\$500.00- facility deposit (**refundable**)

\$135.00- cleaning deposit (**non-refundable**)

Total: \$1,025.00

Half day w/o Kitchen:

\$300.00- facility rental fee (**non-refundable**)

\$300.00- facility deposit (**refundable**)

\$135.00- cleaning deposit (**non-refundable**)

Total: \$725.00

Full day w/ Kitchen:

\$600.00- facility rental fee (**non-refundable**)

\$600.00- facility deposit (**refundable**)

\$135.00- cleaning deposit (**non-refundable**)

Total: \$1,325.00

Full day w/o Kitchen:

\$500.00- facility rental fee (**non-refundable**)

\$400.00- facility deposit (**refundable**)

\$135.00- cleaning deposit (**non-refundable**)

Total: \$1,025.00

	Square feet	Capacity
Large Community Room	5,458 sq. ft.	256 with 32 round tables 312 with 52 rectangular tables
Small Community Room	364 sq. ft.	16 with 4 rectangular tables

If alcohol is permitted an additional \$300 deposit is required.

For every 30 minutes over your scheduled time, \$50 will be deducted from your deposit. All parties must leave the facility by midnight.

Initials _____

Fee Schedule (cont'd)

Events with alcohol consumption and/or determined by the city as deemed necessary for public safety purposes:

Security Fee: One (1) Police Officer per 50 guests at a rate of \$45.00 per hour with two-hour minimum.

Fire/EMS fee: If applicable and upon determination by the City, one (1) Fire/EMS Officer per 50 guests at a rate of \$45.00 per hour with a two-hour minimum.

Use of personnel during city-observed holidays shall constitute 1.5 times the hourly rate.

City shall have the option to waive, reduce, alter, increase, or decrease as deemed necessary due to the nature of the event.

Damage Deposit Fee:

In addition to any deposits listed herein, up to \$1,000 deposit for any event the City feels could cause considerable damage as stated herein.

Invoice

Large Community Center (non-refundable)		Full day		Half day	\$
Small Community Center (non-refundable)		Full day		Half day	\$
Use of Kitchen					\$
Additional Hours					\$
Cleaning Deposit (NON-REFUNDABLE)					\$135.00
Damage Deposit (refundable)					\$
Other charges if applicable					\$
	Total Due				

Balance and any changes to times due fourteen (14) days prior to event to avoid cancellation.

Renter's Signature: _____ Date: _____

Please send to Keene City Hall, 1000 N. Old Betsy Rd, Cleburne, Texas 76031

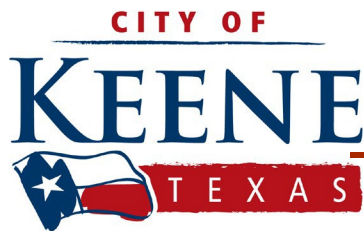
Fax to 817-556-2060; Email to court@keenetx.com; Telephone 817-641-3336

Website: www.keenetx.com

Office Use Only

Date Deposit Returned: _____ Amount Returned: \$ _____ Ck #: _____

Received by signature: _____



1000 N. Old Betsy Rd * Cleburne, Texas * 76031 * 817-641-3336 * 817-556-2060

COMMUNITY CENTER CHECKLIST

A city employee will do a thorough walk-through of the community center after each event and use the following checklist to complete an inspection.

Please read the information below on how you can get your facility deposit back. At the end of this checklist, you will be required to provide your signature acknowledging that you have read and understand this document.

The completed checklist will be attached to your application and submitted to the Finance Department for approval of any refund amount.

NOTE: CHECKLIST TO BE COMPLETED BY CITY STAFF ONLY

Please check the box if the following items were done acceptably.

	Yes	No
All garbage containers are emptied and replaced with new trash bags.	☐	☐
Carpet vacuumed and cleaned properly.	☐	☐
There are no new spills or stains on the carpet.	☐	☐
Kitchen counters, stove, and sinks are wiped down.	☐	☐
Bathrooms are cleaned properly (toilet, stalls sink, trash, and floors)	☐	☐
Kitchen floors and walkways are swept and mopped well.	☐	☐
All decorations and personal items are removed from the facility.	☐	☐



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Please check the box if the following items were met.

	Yes	No
Followed all terms of contract.	☐	☐
All appliances that were used are cleaned and undamaged.	☐	☐
All equipment used are undamaged and returned to storage.	☐	☐
All chairs and tables are taken down and put back in storage.	☐	☐
Customer left facility and city premises by scheduled time or midnight.	☐	☐
All tables have been wiped down from debris and stains.	☐	☐

I _____ have read and understand the information outlined in the Community Center Checklist.

Renter's Signature: _____

Date: _____

OFFICE USE ONLY

Inspection completed by: _____

Date completed: _____

Employee Signature: _____

Comments on inspection:

\$	Deposit amount
-\$	Cleaning fee
-\$	Add'l time spent cleaning
-\$	Damages to facility
\$	Amount to refund renter
