

BOGATA COMMUNITY CENTER/GYM RULES

1. The Rental Fee for the Community Center is based on the type of function and the portion of the building being rented:

a) Family Gatherings, Reunions, etc. - \$65.00 Charge for either the **Meeting**

Room with access to the kitchen or \$65.00 for the Gymnasium with access to the kitchen. \$130.00 charge for the entire building.

b) Commercial Use for personal gain--\$400.00 charge for use of either the gym with access to the kitchen or meeting room with access to the kitchen. \$600 charge for the entire building.

This includes events in which an entrance fee is charged.

c) Funerals, Political Meetings, Employees of the City--No Charge.

d) Community Events/Organizations--No Charge

This includes Volunteer Fire Dept, School Events, Church Events, Lions Club, etc.

e) There is a \$100.00 refundable cleaning deposit for the meeting room or the

Gymnasium. It will be a \$200.00 refundable cleaning deposit for the entire building.

After

your event an employee will inspect the building the following business day and refund your deposit if the building is left clean.

2. Rental Hours are from 6:00am until 11:00pm only. You must vacate the building by 11:00pm.

3. No Drugs or Alcohol is permitted in or on the property.

4. No Smoking allowed inside the building. Smoking is permitted outside the building. All cigarette butts must be picked up and disposed of properly.

5. Turn off all lights, air conditioners, fans, stove and microwaves and unplug coffee pots.

6. Lock all doors and windows.

7. Some tables and chairs are available. All tables and chairs **MUST** be wiped down, folded, and returned to the designated storage area.

8. No tape or thumb tacks on walls or ceilings.
9. No bicycles, skates, or skateboards on sidewalks or In gym.
10. Return key on next working day to City Hall and report any damages at that time that need the attention of the City. If the key is lost or not returned, a \$200.00 re-keying fee is applied.
11. Should you violate any of the above rules, you will be subject to a fine by the City Council not to exceed \$200.00 and/or be refused use of the building in the future.
12. If you are renting the building and find it is not clean when you get there, please call 903-706-0323 and report your findings.
13. Liability insurance is required for commercial use and a copy of insurance must be on file with the City of Bogata prior to the event taking place.
14. Liability for damages will be the RESPONSIBILITY OF THE PERSON RESERVING THE FACILITY AND SIGNING THE RENTAL FORM.

Signature _____ Date, _____ Key# _____

Printed Name _____ Date of Event _____

Phone Number _____