

# Kosse Community Center (KCC) Rental Registration

Effective September 1, 2022 • (Please Print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Best Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ to \_\_\_\_\_

Time Requested: \_\_\_\_\_ to \_\_\_\_\_

Use D.J. Sound Booth:    Yes    No    (Please Circle One)

Type of Event: \_\_\_\_\_

Expected Attendance #: \_\_\_\_\_

\*Alcohol:    Yes    No

The Lessee/Renter understands that these **GENERAL RULES** will apply:

- **IMPORTANT: For Groups of 40 or more: If alcohol is to be consumed or served on the grounds of the Kosse Community Center, the City of Kosse requires that a certified peace officer be on site for the duration of the event.**
- ALL FEES must be paid by required dates before Lessee/Renter can use the building.
- NO smoking will be allowed in the Community Center
- Notice of cancellation must be made 30 days prior to the event to receive a refund of the rental deposit.
- You may mail deposits or rental fees or make payment when you receive the passcode to the facility at Kosse City Hall. • P.O. Box 116 • 100 N Narcissus St • Kosse, TX 76653 or via PayPal at <https://www.paypal.com/paypalme/kossecc>
- Rentals of 3 or more consecutive days require a \$400 cleanup/damage deposit.
- Renter agrees to be held liable for any damage or missing items, which may exceed any cleanup/damage deposits.
- **The facility must be left in a clean and orderly manner (same condition in which it was found) or Renter will forfeit their rental deposit.** This would include cleaning, folding, and stacking of tables in their proper place, stacking and putting away chairs used, sweeping and mopping floors, and vacuuming floors. **Trash** should be bagged and placed in the Community Center dumpster. Install new trash bags in the garbage cans. All are required as needed unless other arrangements have been made with facility staff.
- **Ovens, stovetop, microwave, and food warmers** should be cleaned and returned as found.
- **Refrigerator and freezer** should be cleaned with all personal stock items removed.
- **Nothing may be attached** in any way to the walls, poles, cabinets, etc. anywhere in the Kosse Community Center. Expenses related to the removal of property, debris, excess refuse, tape or residue

*KCC Use Only*

Deposit Received: \$ \_\_\_\_\_ Ck# \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

left on any surface will be deducted from the Rental Deposit. **NO** nails, staples, or screws are allowed to be used anywhere in the Community Center.

- **NO** rental keys are to be given. You will be issued a door passcode prior to your event. It is your responsibility to ensure that all exterior doors are locked on your departure.
- Events extending past the contracted time must have Center approval and will be subject to an additional fee of \$100.00 per hour.
- In the event of a natural or man-made disaster, the Center may be used as an evacuation shelter or emergency center. Lessee/Renter will be notified immediately if Center is required for such need. Lessee/Renter will receive a full refund or may reschedule for another available date.
- KCC Staff, law enforcement officers or other designated representative, shall have the right at any time to enter any portion of the reserved space for any purpose whatsoever.
- No live animals, birds, reptiles, insects, or amphibians, domestic or otherwise, may enter the Center without prior written consent of the Center. Exceptions will be made in accordance with the Americans with Disability Act.
- Parking areas are free and available on a first come first served basis. Overnight parking of vehicles is prohibited without prior approval from the Center.
- Exits, fire hose cabinets and fire extinguishers, including signs, must remain unobstructed and visible at all times. Renter shall not permit any chairs, equipment, displays or other items to remain in such areas without KCC approval.
- Wireless internet access is available at no charge. While every effort will be made to ensure continuous internet access, a connection may not be available. The Center is also not responsible for incompatible equipment or software that might be used.
- All items without prior approval must be removed by the ending hour expressed in the Rental Agreement including DJ and/or band equipment, centerpieces, decorations, cakes, gifts, signs, rigging, etc. Failure to vacate the Center by this time may result in additional fees and/or forfeiture of Deposit.
- **Renter must return the facility to the condition in which it was received.** Deposits will be refunded by check within seven (7) business days of the event subject to inspection by KCC personnel.
- Any property not removed and that has not been claimed is considered abandoned by Renter, its vendors, or exhibitors. Items are subject to collection disposal, donation or used for any purpose by Center without liability. Expenses related to the removal of property, debris, excess refuse, etc. will be deducted from the Rental Deposit.
- All decorations should be immediately removed after the event. Unless other arrangements have been made with KCC staff, anything left will be considered trash and be thrown away the following day after the event.

The Lessee/Renter agrees to indemnify and hold the City of Kosse and Kosse Community Center/Chamber of Commerce harmless against any and all claims, demands, damages, costs, and expenses, including attorney's fees for the defense of such claims, arising from the Renter's use of the premises, or from any breach on the part of the Renter's of any condition of this agreement, or from any act of negligence of the Renter, their agents, contractors, employees, guest or family in or about the premises.

In the event of any action or proceeding brought against the City of Kosse or Kosse Community Center/Chamber of Commerce by reason of any such claim, the Renters, upon notice from the City of Kosse agree to defend the action or proceeding by counsel acceptable to the City of Kosse.

In case of any one or more of the provisions contained in this Agreement shall for any reason be held by a Court of competent jurisdiction to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of the Agreement, and this Agreement shall be construed as if the invalid, illegal, or unenforceable provision had never been included in the Agreement.

Renter's Signature:

\_\_\_\_\_  
Signature confirms that Lessee/Renter agrees with these rules and terms set for the rental and usage of the Kosse Community Center.

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