

**Glasscock County Community Center
Rental Agreement**

Date(s) Rented: _____

Area(s) Rented: _____

Name of Person or Entity: _____

Phone Number: _____

Address: _____

Email Address: _____

Event: _____

Deposit Fee: _____ Date Deposit Received: _____ Form of Payment: _____

Rental Fee: _____ Date Rental Received: _____ Form of Payment: _____

Equipment	Deposit	Rental
Projector w/ hookup equipment	\$100	\$50/ per day
Sound System w/ Microphone	\$100	\$25/ per day
County Laptop (only during office hours)	\$150	\$100/ per day

Total: _____

Alcohol Available: _____ Y _____ N

Security Required: _____ Y _____ N

Music: Band: _____ DJ: _____

* Alcohol availability requires a DOUBLE DEPOSIT. Glasscock County Sheriff's Office will be notified if alcohol available. Glasscock County Sheriff's Dept. must be hired until the last person leaves the building. A fee of \$35.00 per hour will be paid to each officer. Fee must be paid in cash 3 days prior to the event to the Sheriff's office Secretary.

If security is not needed, the Sheriff must sign off: _____

Signature of Renter: _____

Date: _____

FOR OFFICE USE ONLY

Key Number: _____ Date Key Returned: _____

Cleaning Checklist Returned: _____ Walk-Through Completion Date: _____

Full Deposit to be Shredded or Returned: _____ Y _____ N

Deposit Deduction Amount: _____

Reason for Deduction: _____