

**Rental Agreement for
Glasscock County Community Center**

PO Box 299, 117 S Myrl St. Garden City, TX 79739 / 432-354-2381

Name of group or individual renting facility: _____

Contact Person(s): _____

Mailing Address: _____

Office Use Only: _____

Deposit Amount: _____ **Rental Amount:** _____

Sheriff's Office Notified: _____

Date & Time - _____

Room	Deposit	Rental Fee
Conference Room (20 people max, 9 chairs available)	\$75.00	\$75.00
Conference Room + Kitchen	\$95.00	\$95.00
Banquet Room (120 people max)	\$200.00	\$200.00 Full day / \$100 ½ Day
Banquet Room + Kitchen	\$300.00	\$250.00 Full Day / \$125 ½ Day
Community Room (325 people max)	\$250.00	\$200.00 Full Day / \$100 ½ Day
Community Room + Kitchen	\$450	\$300.00 Full Day / \$150.00 ½ Day
Community Room + Bay Area (no kitchen)	\$400	\$400.00 Full Day / \$200.00 ½ Day
Community Room + Bay Area + Kitchen	\$450.00	\$450.00 Full Day / \$225.00 ½ Day
Bay Room (No Air Conditioning)	\$200.00	\$150 Full Day / \$75.00 ½ Day
Projector w/ hookup equipment	\$100	\$50
Sound System w/ Microphone	\$100	\$25
County Laptop (can only be rented during business hours)	\$150	\$100

***Prices Effective December 1, 2021**

Deposit must be made to book the Community Center. Each person checking out a key must place a deposit. Key must be picked up 1 day prior to the event and fee must be paid in full at that time. Deposit will be returned if all rules are followed, building is cleaned to specs and key is returned on the first business day following the event. If not, deposit will not be returned at the discretion of the Community Center Committee. If deposit is forfeited once, the next required deposit will be doubled. If forfeited a second time, the CC will not be rented to the applicant again.

Alcohol Available: _____ Yes _____ No

If YesAlcohol availability requires double deposit. Glasscock County Sheriff's Office will be notified.**

****Glasscock County Sheriff's Dept. must be hired until last person leaves building. A fee of \$35.00 per hour will be paid to each officer at the discretion of the Sheriff's office or after 6:00pm and must be paid in cash 3 days prior to the event to the Sheriff's Office Secretary - Kayla Roberts.**

****If no security needed, Sheriff must sign off** _____

I have read and agree to abide by the Glasscock County Community Center Rules. I have received the Community Center Rules, Cleaning Checklist and Thermostatic Temperature Designation.

Signature of Renter: _____ Date _____