

LANCASTER COMMUNITY ASSOCIATION, INC.

19831 Stoney Haven Drive
Cypress, TX 77433
(281)858-1449
manager@mylcai.com
www.mylcai.com

FACILITY RENTAL AGREEMENT FOR COMMUNITY MEMBERS

This agreement is made between Lancaster Community Association, Inc., hereby known as LCAI, and _____, hereby known as lessee. The community center located at 19831 Stoney Haven Drive, Cypress, Texas 77433 is being leased by LCAI for private events under the following conditions:

COST OF RENTAL: The community center rents for \$125.00 per hour with a minimum of 3 hours. A minimum of 50% of the total facility rental fee must be paid at time of reservation. All monies paid toward a hall rental are non-refundable in the event of cancelation. The remaining balance is to be paid in full within 10 to 15 business days prior to the reserved event. Payments must be in the form of a money order or a cashier's check only. **Cash or Checks will not be accepted.**
(Exit time shall be no later than midnight)

SET-UP: LCAI is not responsible for the set-up or clean-up of tables, chairs, and decorating. Thumb tacks, nails, staples, or the use of anything that can cause a hole may not be used on the walls. Decorations are allowed and should be hung using tape from upper corners of blinds, door frames, or attached to tables or chairs.

ALL-INCLUSIVE: Fees apply for use of the facility including the main hall, restrooms, kitchen, service area, outdoor covered patio area, and parking area. Included with your facility rental is some equipment which includes 8 foot folding tables, 60 inch round folding tables, folding chairs, stoves, dishwashers, refrigerators, microwaves, and other items located in the kitchen. Replacement charges will be incurred for broken, damaged, or missing items. Tables, chairs and other furnishings provided are not to be removed from the facility.

CLEAN UP: The cost of renting the facility also includes a cleaning service. However, tables and chairs must be wiped down and placed back into their designated storage room. The main hall, kitchen, restrooms, service area and foyer must be swept and all trash removed. Lessee will be billed additional charges regarding cleaning, repairs, and replacement of broken items or damages related to the event

LIABILITY: Lessee shall defend, indemnify and hold harmless LCAI, its officers, officials, employees, members, community members, and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to person or property which arises out of the use of premises or from any activity, work or thing done, permitted, or suffered by the user. Lessee is responsible for activities, damages, and all liability related to event at rental facility.

LIMITATIONS: Only designated areas listed above are to be used, offices are off limits. No smoking of any kind is allowed in this facility, or on the premises.

Rental Time: Should you remain in the facility beyond the rental time specified in this agreement, you will immediately be charged an additional \$100.00 overage fee and \$25.00 for each additional 15 minutes you remain in the facility.

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ALCOHOL: Alcoholic beverages are **NOT** permitted inside the facility. Glass containers or bottles are not allowed. LCAI may evict any person or group of persons as a result of disorderly or violent behavior. Any employee or Board Member may close an entire event when the event becomes unruly or disruptive to other events or as a result of unsafe conditions or safety concerns. In the circumstance where the event is closed as a result of unruly, destructive, disorderly, violent or disruptive behavior, then the person, organization or client sponsoring the event forfeits their rental costs. LCAI is not responsible for any contracted rentals, support fees, technical fees, or other fees or loses associated with early event closure.

SECURITY: At the discretion of LCAI Board Members or Office Staff certain events may require security. Security is provided by the lessee, at the sole expense of the lessee. The facility is open to police officers, LCAI employees, and board members at any time during the event.

Security is required at this event.

I _____ have read and understand the requirements of LCAI, and hereby agree to all sections of said policies. I understand as the holder of said event and lessee, I am responsible for damages and claims arising from the event. I understand no changes or exceptions will be made to this contract without prior written consent of LCAI Board Members. I / we indemnify Lancaster Community Association, Inc. and its members, board members, and staff and hold it harmless from suit, action, damages, liability and expenses including, but not limited to, personal injury, property damage, disruptions to an event due to an "Act of God" and theft related to the use of the facility.

I _____ wish to secure facility for

_____, an

Event being held on the _____ day of _____, _____.

Number of Guest expected to attend: _____

Date of Rental: _____ Entry Time: _____ Exit Time: _____

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I, _____, hereby take possession of a key and alarm remote to the main entrance of LCAI's community center located at 19831 Stoney Haven Dr., Cypress, TX 77433. I understand this key is to gain access to the community center for the sole purpose of using the facility in accordance with this facility rental agreement . I understand there are other lessees using the facility and I will not access the building outside of the designated times outlined in this agreement.

By signing this agreement, I hereby acknowledge and accept responsibility for damages to the facility, attendees, and its contents caused during the designated time outlined in this agreement. I am not authorized to duplicate keys or to provide the key to any other person for any reason.

In addition, I understand that the key and the remote for the alarm must be picked-up during LCAI's office hours the day prior to the rental date and that the key and alarm remote must be placed in the black drop-box outside the main entrance. If the key is not placed in the drop-box immediately following the close of the rental time outlined in this agreement, lessee will be charged a fee of \$450.00. Furthermore, LCAI's community center security system cannot be disarmed any earlier than 15 minutes prior to the entry time and armed no later than 15 minutes after the exit time itemized in this agreement. A penalty in the amount of \$1,000.00 will be assessed if the facility is used outside of the allotted time.

I agree that I will release and hold harmless from any and all responsibility and liability LCAI, its employees, agents, and representatives; I further agree not to make a claim against LCAI, release, indemnify, and forever hold harmless from any and all claims and/or liabilities that may arise as a result of using LCAI community center.

(Signature)

(Authorized Signature)

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Lessee Information:

Address: _____

Home Phone: () -

Cell: () -

Employer Name: _____

Phone: () -

Verify State Issues ID: _____

Social security #: _____

This agreement is entered upon on this the _____ day of _____, _____ by

_____, Signature of Lessee, and

Lancaster Community Association, Inc. (Authorized signature)