



RENTALS ARE NOT CONFIRMED WITHOUT THE REQUIRED PAPERWORK AND PAYMENT

Please fax **817-685-1478** or email ofaiva-siale@eulesstx.gov the required information below. Once the required information is received, your account will be set up and your reservation will be processed. You will then be contacted for your Visa / Master Card / AMEX payment and your receipt will be emailed or faxed to you. Reservations are not confirmed until you receive your receipt. You are responsible for confirming that your date/time/ location are correct. Please take your receipt with you to the rental location.

**** NOTICE ****

Please include the requested information below together on one email or fax. Incomplete information will not be accepted.

Eules Resident

1. Complete all required information on the City of Eules rental policy (attached).
2. Include copy of US government issued photo ID.
3. Include copy of a recent bill with your Eules address on it. **If address on your photo ID does not match the address on your recent bill, please include two (2) recent bills with the same address.**

Eules Business

1. Complete all required information on the City of Eules rental policy (attached).
2. Include copy of US government issued photo ID of the primary contact.
3. Include copy of a recent bill, official mail or letterhead with company name/address on it.

Non-Eules Resident

1. Complete all required information on the City of Eules rental policy (attached).
2. Include copy of US government issued photo ID.
3. Include copy of a recent bill with your address on it.

Non-Eules Business

1. Complete all required information on the City of Eules rental policy (attached).
2. Include copy of US government issued photo ID of the primary contact.
3. Include copy of recent bill, official mail or letterhead with company name/address on it.

Facility Rental Policy

The Facilities are provided for general usage. The City reserves the right to have final approval on all activities or events scheduled at the Facilities. The City reserves the right to designate hours that the Facilities are available for use and to remove any person or group failing to comply with the Rules. In order to facilitate the smooth operation and transition of rentals, please adhere to the following policies. Please be aware that other rentals may precede or follow your rental.

CONDITIONS FOR USE

1. Renters may use facilities only for the purpose of private functions (birthdays, anniversaries, receptions, etc.) or meetings for non-profit community service organizations unless otherwise approved by the City of Euless Parks and Community Services Department (“Department”).
2. Renters must be at least 21 years of age. Renters shall designate and monitor admittance to the facility during his/her rental. Renters shall assume full responsibility and liability for all persons admitted to the facility during his/her rental. Renters shall also assume full responsibility and liability for any damage(s) to any part of the facility incurred during and/or resulting from his/her rental. Costs of repairs and/or additional clean up resulting from rental shall be deducted from renters’ deposit and/or charged in addition to the deposit fee if damage exceeds deposit amount.
3. Renters and guests of renters using the facility will comply with laws of the State of Texas, City of Euless and all rules set forth by the Department. Acts of gambling, alcohol consumption or consumption of controlled substance(s) are prohibited on all City of Euless properties. Smoking is prohibited inside facilities. Renters are responsible for ensuring that the above rules are enforced. No activity is engaged in at the Facility or performed in conjunction with Renter’s use that is a violation of an existing State, Federal Law or municipal ordinance or use the same in such a manner as to constitute a nuisance.
4. Renters may not leave the rented facility during the contracted time. Children and guests must remain with renter group at all times. One adult chaperone must be provided for every 15 minors (under 21 years old).
5. **There is no additional setup or take down time allowed. Renters will have access to the facility only during those times stated in the contract. Deviation from contracted rental times may result in loss of part or all deposit fees.**
6. Wall decorations must be pre-approved by the Department. Items that may potentially cause damage to walls, equipment, etc. (i.e. duct tape, nails, glue, etc) are not permitted.
7. Renters and/or guests of renters shall only park in designated, authorized parking spaces. Violation of this policy will result in the towing of such vehicle(s) at the owner’s expense. Renter’s guests are strongly discouraged from congregating in the parking lot at any time as this could create a nuisance and could result in forfeiture of deposit.
8. The Renter shall provide the City a list of all officers and board members, if Renter is an entity.
9. Renters must show proof of payment (receipt) in order to clear facilities of previous or uninvited guests. Renters may call 817-685-1526 (non-emergency dispatch) if previous or uninvited guest refuses to leave.
10. Meeting room rentals do NOT include access to any other parts of the Euless Family Life Center.

CLOSURE

The City reserves the right to close all or any portion of the Facility, with or without notice or shift a rental to another facility if needed. Fees will be adjusted or refunded if such an instance occurs.

RESERVATION POLICIES

1. Use of the City of Euleless facility's name in advertising or publications without the approval of the Department is prohibited.
2. No facility can be rented on consecutive days or weekends without the consent of the Department. Renter may have up to one (1) rental on the books at a time.
3. Renters will not charge admission, sell tickets or items, or solicit donations without the consent of the Department.
4. **INDOOR:** Reservations must be made no less than two weeks (14 days) prior to the rental date and cannot be made more than two months (60 days) prior to the rental date. Full payments of rental fees and deposits are required to secure a rental. A tentative reservation may be held for 48 hours (2 days) providing there is an existing household account on file. If full payment is not received within 48 hours (2 days) the facility will be released for rental to the public without further notice. All fees must be paid at least two weeks (14 days) prior to the rental date.

OUTDOOR: Reservations must be made no less than one-week (7 days) prior to the rental date and cannot be made more than two months (60 days) prior to the rental date. Full payment of rental fees and deposits are required to secure a rental. A tentative reservation may be held for 48 hours (2 days) providing there is an existing household account on file. If full payment is not received within 48 hours (2 days) the facility will be released for rental to the public without further notice. All fees must be paid at least one week (7 days) prior to the rental date.

FIELD: Reservations must be made no less than 2 days (48 hours) prior to the rental date and cannot be made more than two weeks (14 days) prior to the rental date. Full payment of rental fees is required in order to secure a rental. Holds may **NOT** be placed on field reservations. All fees must be paid at the time of rental.

5. When and if rentals involve high risk activities or the use of certain equipment not conforming to a recreational setting or when very large numbers of people are expected, the Department reserves the right to may require the following may be required by the Department:
 - a. Certificate of insurance naming the City of Euleless as an additional insured (at renter's expense).
 - b. An off duty Euleless Police Officer(s) for the purpose of safety and security (at renter's expense).
 - c. Parks & Community Services Building/Rental attendant(s) to be on site during the duration of the rental (at renter's expense).
 - d. Pay additional fees as required based on the nature of the rental.
 - e. If renter intends to use any prop, equipment, inflatable, tent, or any other structure that would require that the item to be secured either in the ground or to another temporary or permanent structure, the means by which the prop, equipment, inflatable, tent, or structure is secured **MUST be approved** by the Department prior to the rental. Under no circumstances do we allow objects that an individual or animal could be impaled by to be used as a means to secure the types of items mentioned in this section of the Facility Rental Policies and Procedures.
 - f. Application for this type of reservation must be submitted no less than one month (30 days) prior to the requested rental date. No exceptions.
6. Indoor reservation fees include the use of tables and chairs. Use of facility kitchen is not allowed unless proper deposits have been paid. Once proper deposits have been paid, renters may use available amenities.

7. The City reserves the right to cancel any event in which untrue/inaccurate information was provided and/or omitted by the renter and/or if the event is determined to be detrimental to the operation of the Facility and/or contrary to the rules and regulations governing the use of the Facility.
8. Burning of candles and all open flames are prohibited at Facilities.
9. Eules residents may not rent facilities for non-Eules residents. A photo ID and two current bills or official mail showing a current Eules address will be required to rent facilities. Renters must present photo ID and receipt to the building attendant prior to rental proceeding.
10. Departmental policy requires that a building attendant be in attendance at certain indoor rentals. It is not the responsibility or the duty of the building attendant to setup; take down or cleanup after rentals. The attendant may assist if he/she so desires. Attendant will arrive no sooner than 5 minutes prior to the contracted rental time to open the facility. Offering attendants money for any reason is prohibited.

GENERAL RULES

1. Trash resulting from rentals must be picked up, tied in bags and placed at one location near the parking lot or easily accessible for pick up by the City. Clean trash bags must be left inside outdoor trash cans after rentals. Outdoor trash cans require 55 gallon trash bags. Trash bags are provided for indoor rentals.
2. No item/s may be store in or at the facility. The Department is not responsible for any lost or stolen items.
3. The indoor “Attendant Checklist” section of the rental contract must be completed by both the Building Attendant and the renter before full refund of deposit is considered. Failure to do so may result in forfeiture of part or all deposits.

DEPOSIT POLICY

1. Facilities must be cleaned and left in its original condition in order for renter’s deposit to be refunded. Failure to leave facility in its original condition will result in loss of part or all deposit fees. Tables and chairs must be cleaned and put away; all counters and floors must be swept and mopped including restrooms. The renter must vacate the Facility regardless if cleaning is done or not at the end of contracted rental time.
2. Forfeiture of the rental deposit will occur under the following conditions:
 - a. Use of rice, birdseeds, glitter, confetti, dance wax, corn meal or other similar substances.
 - b. Smoking in the facility.
 - c. Use of fog/smoke machines.
 - d. Alcohol being present in the facility or on the facility premises including parking lot, etc.
 - e. Setting off false fire alarms.
 - f. Disturbance of the peace (playing music too loud, unruly behavior which disturbs neighbors, etc.).
 - g. Damage to the facility itself, equipment, furnishings, or decorations including damage from the attachment of banners, posters, streamers, signs, balloons, etc.
 - h. Excess trash left at the facility.
 - i. Summoning of police officers or additional staff to the facility due to inappropriate disturbances and/or the behavior of the participants.

DEPOSIT REFUNDS:

1. **INDOOR:** Cancellations made two weeks (14 days) prior to the rented date/time will receive a full refund of all fees. Cancellations made less than two weeks (14 days) but more than one week (7 days) prior to the rental date/time will receive a 50% refund of rental fees and a full refund of the deposit. Cancellations made less than one week (7 days) but more than 72 hours (3 days) will receive a 25% refund of the rental fee and a full refund of the deposit. Cancellations made less than 72 hours prior to the rented date/time will receive only the deposit in refund. Depending on the agreed upon method of

payment, refunds may be mailed or credited to the renter's household account on file upon the return of all contracts and receipts.

OUTDOOR: a.) Cancellations made more than one week (7 days) prior the rental date/time will receive a full refund of all fees. Cancellation made less than one week (7 days) but more than 72 hours (3 days) prior the rental date/time will receive a 50% refund of the rental fees and a full refund of the deposit. Cancellations made less than 72 hours (3 days) will receive only the deposit in refund. b.) Requests for a refund due to weather must be made no less than 72 hours (3 days) after the rental date/time by calling 817-685-1649. Depending on the agreed upon method of payment, refunds may be mailed or credited to the renter's household account on file upon the return of all contracts and receipts.

FIELD: a.) Cancellations made one week (7 days) prior to the rental date/time will receive a full refund. Cancellations made less than one week (7 days) but more than 72 hours (3 days) prior to the rental date/time will receive a 50% refund. Cancellations made less than 72 hours (3 days) prior the rental date/time will receive no refund. b.) Requests for a refund due to weather must be made no later than 72 hours (3 days) after the rental date/time by calling 817-685-1649. Depending on the agreed upon method of payment, refunds may be mailed or credited to the renter's household account on file upon the return of all contracts and receipts.

I understand and acknowledge that I must comply with the policies and procedures as outlined above. I also understand that use of facilities requires that I am responsible for acquiring, reviewing, and understanding all rules, regulations, policies & procedures in effect.

*By signing below, I acknowledge that I have read the City of Euless Parks & Community Services Facility Rental Policies and Procedures and that I understand it fully and accept the terms contained herein. **Please completely fill out the following in order to process your rental.***

Name of Renter or Business (Organization): _____

Primary Contact Name: _____

Address: _____ City: _____ St: _____ Zip: _____

Cell: _____ Must Provide 2nd Number: _____

Email: _____ Facility Name: _____

Total Guests: _____ Purpose of Rental: _____ Rental Date: _____

Circle rental time/s for **Pavilion, Gazebo, Amphitheater:** 5-9am 9:30am-130pm 2-6pm 6:30-10:30pm

Note rental time for **Indoor facilities:** from: _____ to: _____

Note rental time for **Bob Eden Field:** Unlighted from ___ to ___ and/or Lighted from ___ to ___

List all items that may be brought to the rental facility. *It is the renter's responsibility to provide the City with a complete list of all items, including sound system, large children's games, animals, pop up structures, additional tables, chairs, etc. The City reserves the right to prohibit various items from entrance to City facilities or properties:* _____

Renter Signature: _____ Today's Date: _____