

Name of Renter: \_\_\_\_\_

Day of Event: \_\_\_\_\_

COMMUNITY CENTER FEES

DEPOSITS

Deposits are required to assure that the center is left in good condition. Deposits are refundable upon compliance with all rules and regulations and clean-up requirements. Deposits will be paid by cashier's check or money order only.

(Check the ones applicable)

CENTER AND ROOMS

\_\_\_\_ Non-Profit Organizations \$600.00  
\_\_\_\_ Center (Auditorium) \$600.00  
Lytle Taxpayers & Residents  
\_\_\_\_ Room(s) \$ 50.00

No kitchen deposit required.

PLEASE NOTE: If there are two events being held, one in auditorium and one in rooms, kitchen is included with auditorium.

FEES

(Check the ones applicable)

MEETING ROOMS

\_\_\_\_ 1 room \$20.00  
\_\_\_\_ 2 rooms \$30.00

CENTER  
(Auditorium)

\_\_\_\_ Non-Profit \$100.00  
\_\_\_\_ Resident\* \$325.00  
\_\_\_\_ Taxpayer\*\* \$250.00

\*Resident - person residing in Lytle City limits who does not own property and does not pay ad valorem taxes.

\*\*Taxpayer - person who owns property in Lytle City limits and is current with payment of ad valorem taxes.

DECORATING/CLEANING FEES

\_\_\_\_ Resident \$50.00 per day  
\_\_\_\_ Taxpayer \$50.00 per day

SECURITY FEES

(Check the ones applicable)

Hours Center will be used: \_\_\_\_\_

Total number of hours of Security (Add 1/2 hour before event and 1/2 hour after event to calculate hours of security) \_\_\_\_\_

FORMULA:

NO. OF OFFICERS X RATE X HOURS OF EVENT

\_\_\_\_ No alcohol at event 1 X \$30.00 X No. of hours

\_\_\_\_ Event with alcohol (1-100 people)  
T, R 1 X \$30.00 X No. of hours

\_\_\_\_ Event with alcohol(101-200 people)  
T, R 2 X \$30.00 X No. of hours

\_\_\_\_ Event with alcohol(201-300 people)  
T, R 3 X \$30.00 X No. of hours

Anything over 300, requires 1 officer for every 100 people.

**T,R denotes Taxpayer/Resident**

Total for Column #1 \$ \_\_\_\_\_

Total for Column #2 \$ \_\_\_\_\_

Total for Column #3 \$ \_\_\_\_\_

Shall Be Paid With Cash Only,  
as per Council action  
March 10, 2014

Need Cashier's Check or Money

Order For \$ \_\_\_\_\_  
(Add Column #2 & Column #3)

CITY OF LYTLE  
COMMUNITY CENTER  
RESERVATION CONTRACT

Conditions of Contract

1. Applicant will assume responsibility for the damages to equipment, furniture, or building.
2. Decorations may be applied to walls with masking tape only. No tacks, staples or nails. Any decorations must be noted on this form and approved by the director.
3. Smoking is not permitted in this facility.
4. It is the responsibility of the individual signing this reservation to leave the community center in good order. All crumbs, spills, etc. must be cleaned before leaving the building. Garbage must be bagged in strong commercial type plastic bags.
5. You must be over twenty one years of age to reserve the community center and sign this contract.
6. The rules adopted for the use of the community center by the City Council of the City of Lytle are made a part of this contract and will be adhered to by all renters.

Organization reserving the center \_\_\_\_\_

Name of person making reservation \_\_\_\_\_

Address of person making reservation \_\_\_\_\_

Phone number of person making reservation: home \_\_\_\_\_ office \_\_\_\_\_

Date of reservation \_\_\_\_\_ Room(s) wanted \_\_\_\_\_

Time of reservation \_\_\_\_\_ Number of people expected \_\_\_\_\_

Sound system requested? (YES/NO) \_\_\_\_\_

Deposit is automatically forfeited if user tampers with  
City's sound system.

Date Paid

Deposit \_\_\_\_\_ Total \$ \_\_\_\_\_

Fees \_\_\_\_\_ Total \$ \_\_\_\_\_

(basic, social fund, kitchen,  
alcohol, security)

Due Date: \_\_\_\_\_

Room set up diagram and number of chairs \_\_\_\_\_ and tables \_\_\_\_\_  
(continue on reverse if necessary)

Reservation requested (signature) \_\_\_\_\_ Date \_\_\_\_\_