



7207 Stephen F. Austin Rd.
Jones Creek, TX 77541
Rental Application & Agreement

Date: _____
Applicant's Name _____
Organization's Name _____
Mailing Address _____

Home # _____ Driver's License# _____
Office # _____
Mobile # _____

Date of Event _____ Time to pick up key _____

Type of Function _____ Public Meeting
_____ Private Party
_____ Private Dance
_____ Reunion
_____ Other _____

Deposit: \$150.00

- Must be paid in advance to reserve date.
- The Village of Jones Creek does not hold checks. All deposits whether cash or check will be processed into the city's bank account immediately.
- *Deposit refunds will be mailed within 30 days after event date once staff has inspected facility immediately after event and facility left in proper condition*

Rental: \$100.00

Rental fee must be paid in full no later than the Wednesday prior to the event. You **MUST** pick up key to the Community House one (1) working day prior to the event.

Parties after 6:00 p.m. may/could require a Security Officer at the City's discretion and from the Jones Creek Marshal's Department.

The Village has purchased new tables and chairs for the Community House. The chairs and tables will be inspected after each rental. Assuming all guidelines are met to the satisfaction of City Hall, the deposit will be refunded. In the event there is damage to the equipment or building and the amount is greater than the deposit amount, the Village has the right to collect the full amount.

If you need to cancel your reservation, you must notify the City Hall, no later than five (5) working days prior to the event – or your deposit will be forfeited. **NO EXCEPTIONS.**

I understand that I must abide by these rules in order to obtain my deposit refund.

Deposit Amount _____
Rental Amount _____
Extra Fees _____
Total Amount _____
Payment Amt. _____
Balance Due _____

Renter's Signature

Village of Jones Creek Official

Village of Jones Creek
COMMUNITY HOUSE RULES

1. **NO ALCOHOL BEVERAGE** – INSIDE OR OUTSIDE THE COMMUNITY HOUSE.
2. No oral agreement for the use of the facilities shall be valid.
3. You must be twenty-one (21) years of age in order to rent Community House.
4. No **SMOKING** shall be permitted in the Community House.
5. The renter shall be responsible for seeing that the facilities are cleaned, floor swept and mopped and returned to its original condition before leaving the premises.
6. All litter, inside and outside of the Community House, must be disposed of in receptacle provided. The renter is responsible for keeping the grounds clean during their event.
7. All food and personal items must be removed from refrigerator and cabinets.
8. All lights, A/C, stove, and water must be turned off before leaving.
9. Any damages or losses must be reported to City Hall.
10. Make sure building is locked before leaving.
11. The Village of Jones Creek is not responsible for any items left in the building.
12. **ABSOLUTELY NO FOOD OR GREASE DOWN KITCHEN DRAINS!!!!!!**
(Inspections of sink drains will be done on Monday following rental. If drains are stopped up – your deposit will not be returned.)
13. There will be a 12:00 a.m. curfew per rental.
14. Maximum Capacity – 75
15. **NO LOUD MUSIC.**
16. We have purchased new chairs and tables for the Community House. The chairs will be inspected after each rental before the DEPOSIT IS RETURNED.
17. **IF TAPE IS USED IN ANY MANNER AND NOT REMOVED BEFORE LEAVING, THE DEPOSIT WILL NOT BE RETURNED.**

Thank you for observing these rules.

Village of Jones Creek

*In case of emergency or problems, please contact the
Jones Creek Marshal's Department at 979-233-3091*