

**City of Collinsville  
P. O. Box 649  
Collinsville, TX 76233-0649  
903-429-6225**

**Application for Rental of Community Building**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone (must have a valid phone number):** \_\_\_\_\_

**Date of building use:** \_\_\_\_\_

**Key Color:** \_\_\_\_\_ **Date key received:** \_\_\_\_\_

**Date key returned:** \_\_\_\_\_ **Date signed checklist returned:** \_\_\_\_\_

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**The guidelines for use of the building are as follows:**

- a. No alcoholic beverages allowed in or near the building.
- b. No smoking allowed inside the building
- c. You **MUST** show a valid driver's license or state identification card upon renting the building.
- d. The building is not to be leased to any group or organization on a regular weekly basis.
- e. The building is not to be leased to any group or organization for commercial use.
- f. All parties using the building will be responsible for seeing that all doors are locked upon completion of rental with lights, air conditioning, heater, appliances, etc. turned off. Locked cover for a/c controls key is in the kitchen drawer. You **MUST** make sure the cover is locked and key returned to the drawer when locking the building after your event. You **WILL BE CHARGED** for a lost a/c cover key.
- g. All doors and windows must be kept closed while using the heat or air conditioning.
- h. All trash cans must be emptied, and trash removed from the building upon completion of rental.
- i. Nothing belonging to the Collinsville Community Building may be removed from the building.
- j. All parties renting or using the Community Building will be responsible for providing their own supplies such as toilet tissue, paper towels, trash bags, cleaning supplies, etc.
- k. All parties renting or using the Community Building will be allowed to receive the Community Building key on the day before the rental during regular business hours and the key must be returned the day after the rental unless the rental occurs during a weekend. In such case, keys may be picked on the last business day before the weekend during regular business hours and returned on the first business day after the weekend during regular business hours.
- l. All parties renting or using the Community Building will be responsible for the cleaning of the building after its use.
- m. A Collinsville Community Center Cleaning Checklist will be provided for all parties renting or using the Community Building and must be completed and returned to City Hall along with the Community Center key before the deposit is refunded by mail to the address provided by the party renting or using the Community Building.

**FAILURE TO COMPLY WITH THE INSTRUCTIONS OUTLINED ABOVE WILL RESULT IN FORFEITURE OF THE DEPOSIT AND POSSIBLE REQUEST FOR PROPERTY DAMAGE INCURRED BY YOUR PARTY.**

The rate to use the Community Building for Collinsville residents shall be **\$125.00** for a period of (8) hours, with **\$25.00** being refunded if above guidelines are adhered to. No-Collinsville residents' rate to use the Community Building shall be **\$250.00** for a period of (8) hours, with **\$25.00** being refunded if above guidelines are adhered to.

**CANCELLATIONS: Cancellations must be made within 72 hours of your event date for a refund.**

\_\_\_\_\_  
**Signature of person responsible for building use**

\_\_\_\_\_  
**Date**