

Montgomery County E.S.D. #6 Meeting Room / Station Use Agreement

This agreement will be entered into by the person, group, agency or organization representative wanting to use the meeting room located at 23550 Loop 494, Porter, TX 77365

Purpose:

The purpose of the agreement is to provide information, Rules, Guidelines to the User, Person or Representative using the meeting room.

Conditions:

- a. Montgomery County E.S.D. #6 reserves the right to reject any request not in the best interest of the district.
- b. Montgomery County E.S.D. #6 reserves the right to cancel the request at any time prior to arrival or during the use of the meeting room.
- c. The user shall defend, hold harmless and indemnify the District, Board of Directors and Employees from any and all demands, claims, suits, action and legal proceedings brought against it from the use of the facilities.
- d. The District reserves the right to revise the agreement and procedures at anytime prior and during the use of the District facilities.
- e. Must be 21 years of age to enter into this agreement, proof of age will need to be provided to the district by allowing the district to make copy of a picture I.D. such as drivers licenses. The activity must be under competent adult (at least 21 years of age) supervision and or leadership.
- The user will need to be finished using the room no later than 10:30pm.**
- f. The program of activities must be suited to the available facilities. At no time will alcohol or drugs be allowed on District property.
- Smoking is not allowed in the building nor on fire department grounds.**
- g. Signs advertising the user's events or activities are not allowed unless approved prior to the event taking place.
- h. The user shall assume full responsibility for any damage to district property beyond that resulting from reasonable usage.
- i. Property of the district will not be allowed to be moved out of the meeting room unless given permission by a district employee prior to the event taking place.
- j. All users shall restore the facilities and parking to the condition in which the group found them in prior to use. Designated district employees will use a check list or other means to document the condition of the room after the group is finished using the room.
- k. **The user will be responsible for cleaning the room, emptying all trash cans and bring the room back to the condition the room was in prior to using the room.**
- l. **The user will pay a minimum cleaning fee of \$50.00 if line item K is not adhered to. User will also be responsible for the cost of any damages to meeting room.**
- m. All users shall comply with applicable policies, administrative guidelines, and schedules established by the district for the facility being used. Any group that does not comply with appropriate policies and guidelines may be denied further use of district facilities.
- n. Certain areas such as offices and administrative facilities shall not be available for public use.
- o. All applicable fire and safety regulations of the district and the State of Texas must be followed at all times.
- p. The Fire Chief of the district is the only employee allowed to make any considerations to the agreement.
- q. Reservations can only be made as early as 4 weeks prior to the event taking place.
- r. **Maximum Occupancy is 35 people in the meeting room at a time.**
- s. Donations are welcomed for usage of the meeting room, however are not required.

Applicant Hereby Agrees To All Conditions Mentioned In This Agreement.

Signature of applicant or authorized representative of organization
(Must be 21 years of age or older)

Printed Name

Date

Signature of authorized District Employee

Printed Name

Date

Driver's License: _____	Insurance: _____			
Notes: _____ _____				
Event Date: _____				
Event Time (Begin/End): ____:____ am/pm to ____:____ am/pm	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Inspection Date</td> <td style="border: none;">Time</td> <td style="border: none;">Employee Initials</td> </tr> </table>	Inspection Date	Time	Employee Initials
Inspection Date	Time	Employee Initials		
Date Scheduled: _____ Input in FP: _____	Facility Clean: Yes No Damages: Yes No Fees Incurred: \$ _____			