

City of Bryan

Gloria Stephan Sale Park Depot Meeting Facility

Rental Information & Operational Procedures

DEFINED USE AND PURPOSE OF THE FACILITY:

The Gloria Stephan Sale Park Depot is a small Board Room meeting facility, to be utilized for small business type meetings.

RESERVATIONS:

Confirmed reservations may be made by execution of a Gloria Stephan Sale Park Depot rental agreement. The Rental agreement must be executed and all fees, including associated deposits, are due at the time of reservation.

Reservations will be made on a first-come first-serve basis. Reservations may be made up to twelve (12) months in advance of reservation date. The reserving party (the lessee) must be present for the duration of the event. The lessee also assumes full responsibility for the conduct of their invited guests and for any damages or disrepair to the facility. The lessee must be at least eighteen (18) years old.

No subletting of facility is permitted.

DAMAGE DEPOSIT

A clean up - damage deposit will be charged in addition to the rental fee. The deposit will be refunded within three business weeks of event less cost for damage repair, replacement or clean up expenses. The lessee will be held liable for actual damages and billed for excessive damages above the deposit amount.

AMENITIES

Conference Room Table (seats 14 – 16)
20 Chairs (includes chairs for the conference table)
Men and Women Restrooms
Flat Screen TV (65")

GENERAL RULES

1. The use of all tobacco products is prohibited.

Lessee Initial: _____ Staff Initial: _____

2. No alcoholic beverages are allowed, without approved alcohol permit.
3. Lessee shall not admit to the premises a larger number of persons than the established occupancy rates. The indoor meeting facility serves twenty (20).
4. Set up time and clean up times are included in the rental period.
5. No cooking is allowed in the facility. Catering is allowed, but no initial food preparation.
6. The use of duct tape, tacks, pushpins, nails, staples or damaging fixtures may not be used on the walls, ceilings, windows or floors. Candles and open flames are not allowed. Battery operated lighting is acceptable.
7. Lessee will not post, exhibit, or allow to be posted or exhibited, any signs, advertisements, show bills, lithographs, posters or cards of any description, outside of the building, except as authorized by the Director of Parks and Recreation.
8. All furnishings (chairs, tables and other facility equipment) should remain in their original location. No additional furniture or equipment other than that provided by the City shall be utilized without prior approval of City staff. Equipment, supplies, or personal effects may not be stored or left in the room after use.
9. All users shall return the facilities in the same conditions as when received. Lessee is responsible for clean up of the Board Room upon conclusion of rental. All trash shall be removed immediately after use to the outside dumpster. All surfaces should be clean: floor, tables, chairs, windows, counters and walls. Parking lot areas should not show evidence of event. Lessee is responsible for bringing in their own cleaning supplies. Trash bags will be provided.
10. Special request must be submitted in writing to the Director of Parks and Recreation who has the authority to make exceptions for special circumstances and or requests.
11. Lessee shall lock/secure facility, to include restroom and return keys to the Parks and Recreation Administrative Offices the next business day or place in the drop box located on the outside of the building.

As the Lessee, I (please print your name) _____ agree, to the rules and terms of use as stated in this lease agreement. I understand, and agree, that failure to do so may result in forfeiture of all, or a portion of my deposit.

Lessee Signature _____ Date _____

City of Bryan Staff: _____ Date _____