

**HALL RENTAL AGREEMENT**

THIS RENTAL AGREEMENT is made and entered by and between Galveston County Municipal Utility District No.12, a Municipal Corporation, as Lessor, and \_\_\_\_\_, as Lessee,  
**RENTED BY: (NAME)**

and resident of MUD #12 District, \_\_\_\_\_,  
(Address) (City)

\_\_\_\_\_ Home phone number \_\_\_\_\_ Work phone number

I am renting the Hall for: \_\_\_\_\_  
**RENTED FOR: (NAME)**

A. Only residents of the Galveston County Municipal Utility District 12 may lease the second floor Hall and the rates are as follows:

Community Clubs	\$ 25.00
Damage Deposit:	\$500.00
Hall Rental:	\$300.00
Security - only if alcoholic beverages are served:	\$ 35.00 per hour with a 4 hour minimum
One Police Officer is required for up to 150 people.	Two Police Officers are required for 150 to 250 people.

B. Lessor leases to Lessee the second floor Hall of Lessor's Administration Building for use on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. for the rental sum of **\$300.00** and a **\$500.00** damage deposit. The estimated number of guests attending will be \_\_\_\_\_.

C. Lessee's use of the Hall shall be for \_\_\_\_\_ (Type of Function)

D. Alcoholic beverages will \_\_\_\_\_ or will not \_\_\_\_\_ be served or available. I understand that if alcoholic beverages are served, one (1) certified off-duty police officer will be assigned for up to 150 people and two (2) will be assigned for 150 to 250 people. The rate is \$35.00 per hour, with a four-hour minimum, per officer. For each hour above four hours, the \$35.00 additional hourly rate will also apply. **(Your damage deposit of \$500.00 may be subject to deduction for excess hourly security.)**

1. **USE.**
  - a. The Lessee agrees that the premises shall be used only as stated above, and shall not be used for the conduct of any offensive, noisy or dangerous activity or shall not be used for any activity constituting a public nuisance. Rental is for the Upstairs Hall only and does not include the downstairs or parking lot area. The Lessee must be in attendance at the function and coordinate with the certified off-duty police officers on maintaining order and control of the function. **THERE SHALL BE A LIMIT OF 250 GUESTS.**
  - b. Discrimination against any person(s) with regard to race, color, religion, sex, national origin, age, or disability by any group or individual renting the facilities is prohibited.
2. **INDEMNITY AGREEMENT.** Lessee agrees to indemnify and hold the Lessor harmless from any and all liability to persons or property, arising from the use of the premises by Lessee or Lessee's guests, or arising from the act of omission of any person or persons, in or about the leased premises with the expressed or implied consent of Lessee. MUD 12 is not responsible for any property left on the premises. All property of the Lessee needs to be removed by the end of the lease period.

3. **MAINTENANCE AND REPAIR.** Lessee agrees to maintain the leased premises in good condition during said use by Lessee. Lessee agrees to pay Lessor for any required repair of damage caused. Any damage of the premises will be the responsibility of Lessee and will cause forfeiture of the \$500.00 damage deposit. If the Hall, MUD 12 building or parking lots are left littered, cleanup costs will also be deducted from the damage deposit. Lessee agrees to secure and lock all doors before leaving premises.
4. **ALCOHOL BEVERAGE RESTRICTIONS.**
  - a. No alcoholic beverages shall be consumed by any person under the age of 21, and no person shall remove alcoholic beverages from the hall premises.
  - b. Any person becoming inebriated may be arrested for public intoxication.
  - c. It shall be the responsibility of the Lessee to ensure that none of the guests in control of a vehicle leave the premises if that person or guest is impaired by alcohol.
  - d. The certified police officers will at all times be afforded the respect of the Lessee and guests and all attendees will subsequently comply with the officers' requests.
5. **POLICE OFFICER'S DUTIES SHALL INCLUDE:**
  - a. If one police officer is assigned, that officer will remain in the upstairs hall with periodic checks of the downstairs area and parking lot. If two police officers are assigned, one officer will remain upstairs and the second officer will cover the downstairs and parking lot areas.
  - b. Coordinate with the Lessee on the specifics of the function.
  - c. Ensure that Lessee's function is orderly.
  - d. Ensure that no person under 21 years of age consumes alcoholic beverages in the hall, and no person shall remove alcoholic beverages from the premises.
  - e. The security charge will be for the specified hours of event, including clean up. Security service is not required during the set-up, as there should not be alcohol consumed during this time.
6. **CLEAN UP.** Lessee agrees to leave the premises in a reasonably clean and neat condition following use by Lessee as outlined in the attached Hall Rental Regulations. Should Lessee fail to leave the premises in good condition, it is understood that the damage deposit will be forfeited.
7. **CANCELLATION.** Lessee agrees that the cancellation of meeting room rental less than 30 days of scheduled meeting room rental will cause forfeiture of the damage deposit.

- E. I DO HEREBY ACKNOWLEDGE AND CERTIFY THAT I AM A RESIDENT OF THE GALVESTON COUNTY MUNICIPAL UTILITY DISTRICT #12.**
- F. I HEREBY UNDERSTAND THAT THE HALL DAMAGE DEPOSIT (\$500.00) WILL BE RETURNED TO ME PROVIDING NO DAMAGE HAS OCCURRED, THE CLEAN UP IS COMPLETE AND IN ACCORDANCE WITH THE RENTAL REGULATIONS AND/OR ADDITIONAL HOURS FOR SECURITY SERVICES WERE NOT REQUIRED.**
- G. I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE HALL RENTAL AGREEMENT AND ACCEPT RESPONSIBILITY FOR THE ENFORCEMENT OF SUCH RULES AND CLEAN UP.**

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
LESSEE - Resident of MUD #12 District

\_\_\_\_\_  
LESSOR, Galveston County MUD 12  
Bill Alcorn, President -- Board of Directors

**Galveston County MUD 12  
SECURITY DUTIES AGREEMENT**

The Board of Directors of Galveston County MUD 12 require that certified, off-duty, uniformed police officers provide security for Hall rentals in which alcoholic beverages are served. One police officer will be assigned for up to 150 people and two will be assigned for 150 to 250 people.

The assigned police officer's responsibilities shall include the following:

- The police officer is to introduce himself to the resident renting the upstairs Hall and confirm the hours and specifics of the function with the resident.
- Security services will be for the specified hours of event, including clean up. Security service is not required during the set-up, as there should not be alcohol consumed during this time. If only one police officer is assigned, that officer will remain in the upstairs Hall with periodic checks of the downstairs area and parking lot. If two police officers are assigned, one officer must always remain in the upstairs Hall. The second officer will cover the downstairs and parking lot area.
- The police officer will ensure that no one under 21 years of age consumes alcoholic beverages and that no person shall remove alcoholic beverages from the Hall.
- Any person becoming inebriated may be arrested for public intoxication.
- If the police officer determines that the function is growing disorderly, the officer will coordinate with the Lessee to control the situation.
- Each police officer providing security will receive a copy of this Security Duties Agreement. This form is to be used as the officer's invoice for payment and for any comments concerning the function.

**Police officers providing security will be paid at the rate of \$35.00 per hour, with a guaranteed minimum of 4 hours.**

Name of resident and phone number: \_\_\_\_\_  
Name of resident Phone number

Date, time & estimated number of guests: \_\_\_\_\_ to \_\_\_\_\_  
Date Time Estimated guests

Hall to be used for the following purpose: \_\_\_\_\_

Police Officer's Comments (use back of page if needed.): \_\_\_\_\_

**INVOICE FOR SECURITY SERVICES**

**\*Invoice is due by the Tuesday following the function and the check will be available by Thursday 11:30 am.**

**Please print clearly.**

Name of police officer providing security: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_ Alternate telephone \_\_\_\_\_

Number of hours of security services: \_\_\_\_\_

## HALL RENTAL REGULATIONS

**NOTE:** The hall rental and security fees are due by noon the day before your function. The keys to the hall will be made available for decorating only after the balance is paid. The rental fee covers no more than three (3) consecutive days of use. The keys and the Hall Rental survey and comments form may be returned in the MUD 12 payment box located outside the building and must be received in the business office no later than 8:00 a.m. the following workday. **Failure to follow these regulations may cause forfeiture of your Hall Damage Deposit.**

1. **Decorations may not be hung from the ceiling. If hanging decorations on the walls, use only thumbtacks. Tape, staples, and nails are prohibited.**
2. Beer kegs must be placed in plastic trashcans and then placed inside tubs provided.
3. **Alcoholic Beverages Restrictions:**
  - a. No alcoholic beverages shall be consumed by any person under the age of 21, and no person shall remove alcoholic beverages from the hall premises.
  - b. Any person becoming inebriated may be arrested for public intoxication.
  - c. It shall be the responsibility of the **Lessee** to ensure that none of the guests in control of a vehicle leave the premises if that person is impaired by alcohol.
  - d. The police officers providing security will at all times be afforded the respect of the Lessee and guests and all attendees will subsequently comply with the officer's requests.
4. No rice, birdseed or confetti may be thrown either inside or outside the building.
5. **Floors must be protected from scratches. Do not drag tables or anything else that does not have wheels across the floor.**
6. Hall must be **vacated by 1:00 a.m.** and all food must be removed from the premises at that time.
7. Remainder of cleanup must be done **by 10:00 a.m.** the following day:
  - Empty all garbage cans and wastebaskets, including those in restrooms.
  - Garbage bags are to be brought downstairs and placed in the large metal container on the eastside of the building.
  - Reline all garbage cans and wastebaskets with liners.
  - Clean countertops and all tabletops with soap and water.
  - Mop any puddles or spills from floor or countertops.
  - Replace **6' tables on 6' table trucks** and **8' tables on 8' table trucks** **face down** and hang chairs back on chair racks. Table trucks hold a **maximum of 8 tables each.** (Leave broken tables standing.)
  - Leave restrooms reasonably clean.
  - Remove all food from refrigerator/freezer and wipe inside shelves down.
  - Pick up trash and clean any spills in elevator and stairs.
  - Pick up all cups, cans, etc., from outside, including parking lots on both sides of the building.
8. Lock and secure premises as follows:
  - Upstairs Security Alarm Door ----- Security Alarm sliding bar is in place.
  - Stairwell Upstairs Door ----- Lock from inside.
  - Elevator ----- Lock with key from downstairs Lobby.
  - Downstairs Front Door ----- Lock with key from outside.

**NOTE: SMOKING IS NOT ALLOWED IN THE BUILDING.**