

**RESOLUTION 2011-04-02**

**A RESOLUTION OF THE CITY OF WESTON, COLLIN COUNTY, TEXAS, ESTABLISHING A POLICY FOR THE WAIVER OF FEES FOR THE USE OF THE WESTON COMMUNITY CENTER BY NOT-FOR-PROFIT AND OTHER SERVICE ORGANIZATIONS.**

**WHEREAS**, the City Council of Weston, Texas recognizes that the Weston Community Center serves as a venue for community events, and;

**WHEREAS**, the City Council of Weston, Texas has established a fee schedule for the rental of the Weston Community Center by private parties, and;

**WHEREAS**, the City Council of Weston, Texas recognizes the important contributions to the City by not-for-profit and service organizations such as the Weston Volunteer Fire Department, the Weston Women's Group, the Boy Scouts of America and others; now, therefore be it

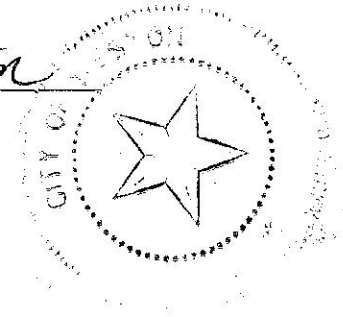
**RESOLVED**, that the Weston Community Center may be used for a twenty-hour (24) period free of charge by not-for-profit and service organizations provided the facility is not in use by the City, another group, or rented by a private party; and be it further

**RESOLVED**, that an organization's eligibility shall be determined by the Mayor, who will authorize the submission of the Request for Use Form to the City Secretary.

**EFFECTIVE DATE:** 4 / 12 / 2011

PASSED AND APPROVED this 12<sup>th</sup> day of April, 2011

Patti Harrington  
Patti Harrington, Mayor



ATTEST:

Michele Smith  
City Secretary



**CITY OF WESTON**  
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**REQUEST FOR USE OF RENTAL FEE WAIVER  
 FOR  
 WESTON COMMUNITY CENTER**

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name of Group: \_\_\_\_\_  
**Please Print**

Group Status: Check One Not-for-Profit  Service Organization

Applicant's Name: \_\_\_\_\_

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

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_  
 ( ) \_\_\_\_\_ - \_\_\_\_\_ (cell)

Date Needed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Hours: \_\_\_\_\_ : \_\_\_\_\_ a.m./p.m. - \_\_\_\_\_ : \_\_\_\_\_ a.m./p.m.

Description of Event:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I/We agree to abide by the Weston Community Center Rental Agreement Instructions and accept responsibility for damages as outlined therein.

\_\_\_\_\_  
 Applicant's Printed Name

\_\_\_\_\_  
 Applicant's Signature

**Office Use only**

Received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

by: \_\_\_\_\_  
 City Secretary



## WESTON COMMUNITY CENTER RENTAL INSTRUCTIONS

Thank-you for renting our building. All monies from rentals are used to furnish and refurbish the building, a project the service organization, Weston Community 2000, has taken on in cooperation with the City of Weston.

### NOTE:

Air Conditioners should be turned on at the unit. Fans ONLY are turned on at the breaker box on the north wall.

We appreciate your following these instructions as you leave today.

### *PLEASE...*

1. Return anything you moved for your convenience to its original location.
2. Be sure that the stove, oven, heaters and/or air conditioners and fans are turned off.
3. Take all garbage with you. You may leave it in the garbage can near the back entrance to City Hall, or take it home for your disposal. (Extra trash bags may be found in the storage area under the microwave.)
4. Turn off all interior lights/fans/A/C. **Please note: Leave the porch light switched off.** It is on an automatic dark to dusk photocell.
5. Check for anything you may have left behind.
6. Lock the door and deposit the key in the brass mail slot at the front door of City Hall.

P.S. Our piano loves to be played by those who know how.

Please do not allow children to "plunk" on it.

*Thank-you.*

Comments:

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**RENTAL TERMS**  
**for**  
**WESTON COMMUNITY CENTER**

1. Use and rental of the Center must be approved by a designee of the City.
2. Scheduling of the Center will be handled by the City Secretary.
3. The Center may be reserved no more than six months in advance.
4. A rental agreement form and a \$50.00 deposit payable by check to the City of Weston, will be required to hold the reservation.
5. Fourteen (14) days notice shall be required to cancel a reservation to receive a full refund of the \$50.00 deposit.
6. A surcharge of \$25.00 will be deducted from the deposit for canceling with less than 14 days advance notice.
7. Rental fees for a day or for a partial day shall be \$50.00 payable to the City of Weston.
8. The \$50.00 reservation deposit shall also serve as a deposit for any cleaning needing to be done or for any repairs needing to be made due damage done to the facility during the rental period. In addition, renters shall sign an agreement making them liable for any cleaning charges or damage in excess of the \$50.00 deposit. Deposit will be returned after inspection of the Center.
9. No alcohol will be permitted in or on the premises surrounding the Center.
10. No loud noise or music will be permitted on weekdays before 8:00 a.m. or after 10:00 p.m., or on Fridays and Saturdays before 8:00 a.m. and after 12:00 a.m. (Exceptions would be allowed with pre-approval from the City for special days, i.e. New Year's Eve.)
11. Renters are responsible for clean up of the facility as well as for hauling away garbage/trash.