



City of Granite Shoals

Community Center Reservation Form

Daily Rental Fee: Resident \$100 ~ Non-resident \$300 ~ **Deposit** \$300

TYPE OF EVENT: _____ **DATE OF EVENT:** _____

Name of Requestor: _____

Mailing Address: _____

Phone Number: _____ Email: _____

_____ I have received, read, and agree to comply with the **Community Center Rental Procedures**.

_____ I understand that I am responsible for ensuring that all park and facility rules are followed during the event, and for correcting or paying for any damage to City property that may occur as a result of the event.

_____ By signing this request, I acknowledge that my organization assumes full responsibility for our use of the facility, and agrees to indemnify and hold harmless the City of Granite Shoals from any and all losses arising from our use. I also understand that the reservation fee is non-refundable.

Circle One: Alcoholic beverages **WILL / WILL NOT** be served at the event.**

Signature of Requestor: _____ **Date:** _____

FOR OFFICE USE ONLY

Current Driver License (DL# _____)

Deposit Fee Paid \$ _____

Granite Shoals Utility Bill (Acct# _____)

Rental Fee Paid \$ _____

****Police Services \$** _____

Verified by: _____ on _____

Receipt # _____

- ☐ Reservation date cleared with the City Secretary.
- ☐ Copy of this form with receipt given to requestor.
- ☐ Key Check Out Form
- ☐ **Police Officer Supervision required for _____ hours (minimum of 4 hours @ \$50/hr.)

Process Refund of Deposit to: _____ **Hold for Pick-Up** ☐ **Mail** ☐

Date: _____ **GL#:** _____ **Check #:** _____

Requestor Contacted on: _____ **by** _____ **Reservation Closed on:** _____

Please contact the Granite Shoals Police Department if you have any problems: 806-304-4260
KEEP THIS FORM WITH YOU AT THE PARK FACILITY DURING THE RESERVED TIME



City of Granite Shoals

Community Center Rental Procedures

Included Services

- Utilities, heating/AC
- Tables & chairs
- Restrooms
- Fully equipped kitchen: stovetop, ovens, microwave, dishwasher, refrigerator/freezer
- Cleaning supplies: mop, bucket, broom, sponge
- Note: Failure to clean up will forfeit your deposit and may incur additional damage charges.

Service Limitations

- If a service becomes unavailable due to issues beyond the City's control, it is not considered a breach of contract.

Rental Schedule

- Rental Day: 10:00 a.m. – 10:00 p.m.
- Vacate by: 11:00 p.m. (includes renters, bands, caterers, all property)

Fees & Deposits

- Rental fee: Payable in advance.
- Deposit return: After post-rental inspection and compliance with the agreement.
- If alcohol will be served during the rental event, the Renter must pay for police supervision in advance for the event. The fee is \$50 per hour with a 4-hour minimum.

Set-up & Decorations

- Renter is responsible for setting up tables and chairs.
- Renter is responsible for decorating without damaging property or violating fire codes.
- No decorations on walls, ceiling, fans, ductwork.
- All décor must be removed; tables must be cleaned upon departure.



City of Granite Shoals

Community Center Rental Procedures

Kitchen Details

- Two-compartment sink.
- Counter space for prep and serving.
- Appliances: refrigerator/freezer, microwave, 2 electric ovens, stovetop.

Glass Containers

- Allowed inside the Community Center only.
- Prohibited in City parks.

Music & Noise

- Amplified/live music allowed.
- Must comply with City noise ordinance: ≤ 110 decibels at 100 feet.

Contacts

- Weekdays (8am–5pm): 830-598-2424.
- After hours/weekends: Call 806-304-4260 (Granite Shoals Police) to reach a city representative.

Keys

- Contact City Hall (830-598-2424) to arrange pickup.
- Pickup hours: 8:00am – 4:00pm at City Hall, 2221 N. Phillips Ranch Road.
- Pick up the day before your reservation.
- Ensure all doors are secured and locked upon leaving.

Damage Assessment

- Post-event inspection by City.
- Damages or loss will result in deposit forfeiture.
- Additional charges apply if costs exceed deposit.