

FACILITY USAGE AGREEMENT



Bulverde Spring Branch Activity Center
30280 Cougar Bend, Bulverde, TX 78163
830-438-3111 www.bsbac.com

Lessee Information

Name: _____ Phone: _____
Mailing address: _____ Email: _____
City: _____ State: _____ Zip: _____ ☐ Cell ☐ Home

Usage Information

Date: _____
Time: _____ to _____

Time must include set-up and clean-up time needed.

- ☐ Full Facility
☐ Group Ex Room
☐ Dining Room
☐ Board Room or ☐ Activity Room

Notes: _____

This lease is between the Bulverde Senior Center (BSBAC) and hereinafter called Lessee.

The Bulverde Senior Center, DBA Bulverde Spring Branch Activity Center must be listed as an Additional Insured on the Lessee's liability or homeowners' policy and in receipt of a Certificate of Insurance showing such. This request may be waived at the discretion of the BSBAC. _____ Lessee Initials

Is the Lessee entering into this agreement on behalf of a nonprofit organization? ☐ Yes ☐ No

If yes, please provide the organization EIN # _____

Organization name: _____

Base Rate:

4 Hours - \$400

Additional Hours - \$50/hr.

of hrs. _____ \$ _____
of hrs. _____ \$ _____

Nonprofit Base Rate:

4 Hours - \$200

Additional Hours - \$25/hr.

of hrs. _____ \$ _____
of hrs. _____ \$ _____

Board/Activity Room:

\$25/hr. M-Th only

of hrs. _____ \$ _____

Sound/Audio Usage:

☐ Audio - \$100

☐ Projector - \$50

\$ _____
\$ _____





Date: _____

Cleaning Fee:

\$135

\$ _____ Required unless waived by BSBAC

Security:

\$50/hr.

of hrs. _____ \$ _____ See details on page 2

Total Due: \$ _____

Deposit Due: \$ _____ \$200 + Security (if needed) or total due if less than \$200

Payment Log - Office Use Only		
\$ _____	Date: _____	By: _____
Due: \$ _____		
\$ _____	Date: _____	By: _____

Facility Maintenance

Lessee agrees to

- Empty all trash cans, replace bags and place filled trash bags in the trash receptacles outside. Trash bags are available in the labeled cabinet to the right of the sink in the kitchen.
**Please note: If you exceed one outside receptacle, please take any excess trash with you.*
- Remove any/all decorations. No glitter or confetti is allowed. Decorations are not to be adhered to the walls in any way.
- Return all tables and chairs to proper location and leave rooms left set as they were prior to event.
- Check outside for anything that may have been dropped.
- Sweep the floors (including restrooms and kitchen), wipe down all tables in areas used as well as appliances, countertops, and kitchen island if used. PLEASE DO NOT USE THE STEAM TABLE.

Facility Policies

Lessee agrees to/acknowledges:

- Lessee will have a key and security code to the building, which will not be issued until full payment has been received.
- Damage expenses will be invoiced to the Lessee and payable within 14 days of the invoice date.
- Assume responsibility to obtain at his own expense, liability insurance for this event and contents insurance for any property placed in the premises during the rental period, if he so chooses.
- Its agents, employees or invitees, will indemnify and hold the Bulverde Senior Center (and its officers and directors) harmless against any claims, demands, damages, costs and expenses, including reasonable attorney fees for defending claims and demands for personal injuries, property damages or any other losses arising from the use of the premises by Lessee, its agents, employees or invitees or from any breach on Lessee's part of any conditions of this lease or from any act of negligence of Lessee, its agents, employees or invitee in or about the premises.
- Any damage to the premises by any act of negligence of Lessee or Lessee's agent, employee, guests, or anyone admitted to the premises by Lessee will be paid to the Bulverde Senior Center upon demand in such amount necessary to restore the premises to their previous condition.
- At all times the Bulverde Senior Center retains the right to control the management thereof and to enforce all necessary and proper rules for the management and operation of the Bulverde Senior Center building and that the management may enter the building at any time.

Specific Provisions to the Rental Agreement

- The Lessee is responsible for the actions of their guests. Children must be supervised.
- This is a NO SMOKING facility. Smoking is not allowed in the building or within 25 ft. of any entrance.
- No decoration with hay, rice, birdseed, confetti or the like – inside the building.
- No tacks, nails or tape on the walls and nothing is to be hung from the ceiling.
- Use caution to avoid scratches on the floor – carry, don't drag tables or chairs across the floor.
- Please leave skates, skateboards, chewing gum and cleated shoes outside.
- Double check that all kitchen appliances are turned off.
- The Center's Bunn coffee maker may NOT be used. Lessee is welcome to bring their own coffee maker.
- Center games, game tables, and other recreational materials may not be used in any circumstance.
- Closing time for the Center is midnight. However, time will be allowed to clean up but must be included in the contracted time.
- The sale, charge or donation requested for liquor or set-ups by private organizations or individuals at any event is strictly prohibited. Lessee will comply with all Federal and State Laws concerning the possession and disposition of alcoholic beverages.
- Tables, chairs, or other furnishings will not be removed from the facility and must be placed back to where they were upon arrival.
- All inside lights are to be turned off and outside lights left on.
- Maximum occupancy is 290 for entire building per the Fire Marshall.
- Make sure all doors are securely locked and re-arm the security system.

I/Lessee, agree to abide by all stipulations of this Rental Contract as set forth by the Bulverde Senior Center DBA Bulverde Spring Branch Activity Center.

Lessee: _____

BSBAC Representative: _____

Date: _____

Date: _____