

City Hall Council Chambers

Name:

Address:

City, Zip

Phone number:

Cell:

Group / Event or purpose:

Food Served?

If yes, \$50 Cleaning deposit which may be returned in full if property is left clean by user.

Date / Time of Event:

Alt. Date/ Time of Event :

TERMS OF USE:

- A group must be able to demonstrate a public benefit or purpose for their groups use.
- Group must be "Pre-Approved by Simonton City Council.
- Must accept full responsibility for their use of City Hall to hold harmless and indemnify the City for all actions which may arise out of it use.
- If food will be served, group must pay deposit of \$50, or other to be determined by Simonton City Council to pay for any cleaning costs. Deposit may be returned in full if the property is left clean by user.
- Availability will be first come, first served basis. However, an official use of City Hall by City and its Boards will always take precedence.
- Groups may use available City Hall Facilities at no charge during regular days/ hours that City Hall is open to public. However, use during non-regular open hours /days will require supervision reimbursement of \$20/hour (three hours minimum) Subject to staffing availability. City Council or the Mayor will decide if group is exempt from this supervision fee.

Acknowledgment:

Signature

Date

*In the event of a time change or cancellation, a 24 hour notice is required to the City.

Simonton City Hall 35011 FM 1093, Simonton, Texas 77476 Phone: 281-533-9809

City Hall Council Chambers

****For Office Staff Use Only****

Date Received: _____

Pre-Approved Member: YES OR NO

If not a Pre-Approved Member then Request form will be presented to City Council for approval. (This may take up to a month for Council to meet and approve.)

Approved:

Not Approved:

Exempt from Supervision Fee? : Yes OR NO

Supervision Fee: \$20 /hours (minimal 3 hours)

\$20 hour x _____ hours = _____ Check # _____ Cash: _____

\$50.00 Food Service: _____ Check # _____ Cash: _____
