

LICENSE AGREEMENT FOR USE OF ROTARY HALL

This agreement is for the use of Rockwall Rotary Hall, (the hall) located at 408 South Goliad, Rockwall, Texas 75087, which is owned by Rockwall Rotary Foundation (the Foundation).

Foundation Guidelines, Policies and Procedures

Restrictions: The Hall shall not be used for any unlawful purpose. The Foundation reserves the right to refuse use of the hall to any organization or individual if the event or program and/or its content does not comply with these guidelines and policies. Plans for the use of the Hall must be submitted in writing by the Licensee to the Rental Manager prior to contracting. The Licensee must agree that it will not practice, advocate or permit discrimination or segregation based upon race, creed, color, sex, age, disability or national origin.

Priority: Events sponsored by the Foundation or Rockwall Rotary Club have a scheduling priority and all other events are considered on a case-by-case basis. The foundation reserves the right to cancel or reschedule any event conflicting with the Rotary programming at least 3 months prior to scheduled event date.

Reservations: All events must be scheduled with the Rental Manager. A signed contract is required prior to all events. Events are confirmed only after the contract is signed and the rental fee and damage deposit are collected by the Foundation.

Fees/Deposits: Standard rental rates shall be determined from time to time by the Foundation. The Foundation reserves the right to modify rental rates for an organization entering long-term agreements. A damage deposit will also be charged to the Licensee. The entire rental fee plus the damage deposit is required to be paid upon signing of the contract for the Hall. The damage deposit will be refunded within 7 days after the function, as long as no damage occurred, no clean up was needed all guidelines and policies were followed. The decision to partially retain or not to return the damage deposit is at the sole discretion of the Rental Manager.

Cancellation Policy: If an event is cancelled by the Licensee up to 30 days in advance, the rental fee and damage deposit will be refunded. If an event is cancelled less than 30 days prior to event, only the damage deposit will be refunded and the full rental fee shall be retained. If the Foundation is required to cancel an event due to programming conflicts, both the rental fee and damage deposit will be returned if rescheduling is not possible.

INDEMNIFICATION: LICENSEE AND ANY OF LICENSEE'S AGENTS, OFFICERS AND EMPLOYEES AGREE TO INDEMNIFY AND HOLD HARMLESS THE FOUNDATION AND ITS OFFICERS, AGENTS, EMPLOYEES AND CONTRACTORS FROM ANY INJURY (AND ANY RESULTING OR RELATED CLAIM, ACTION, LOSS, LIABILITY, OR REASONABLE EXPENSE, INCLUDING ATTORNEY'S FEES AND OTHER FEES AND COURT AND OTHER COSTS) ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE PRESENCE OF OR USE BY LICENSEE, ITS AGENTS, OFFICERS, EMPLOYEES AND INVITEES OF THE HALL PREMISES.

Equipment: All equipment and supplies must be obtained by the Licensee at their sole expense. The Foundation will assume liability for such items delivered or used at the Hall. All equipment and materials brought in must be removed immediately following an event, unless other arrangements are made with the Foundation. The Foundation will not be responsible for personal or other items left on the premises after an event. The Licensee's use of the Foundation's audio-visual equipment for music and entertainment must be specially approved by the Rental Manager. *All music levels during the event must adhere to the city noise ordinance.*

Clean Up: After an event, Licensee must leave the Hall, the parking lot and grounds clean, clear of debris and trash, and in good condition. **Trash must be bagged and properly disposed** of and all equipment and materials removed from rental area. Charges from clean up and removal may be assessed or deducted from the damage deposit if premises are not left clean. **NOTE: NO CONFETTI OR GLITTER**

TRASH BAGS NEED TO BE PROVIDED BY RENTER AND NOT ROTARY HALL BUILDING.

No standing on tables. PLEASE BE AWARE THAT THERE WILL BE A RESET UP FEE OF \$100.00 IF TABLES AND CHAIRS ARE NOT PUT BACK AS SHOWN ON ATTACHED LAYOUT MAP.

Damages: The Licensee is liable for all damages, expenses, and losses, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the Licensee's use of the grounds and all tangible property. Such costs will be deducted from the damage deposit and any amount exceeding the damage deposit will be assessed and charged to the Licensee.

Rockwall Rotary Foundation hereby grants _____ (also referred to as Licensee) a license to use Rockwall Rotary hall for the purposes set forth herein and subject to the terms and conditions of the agreement. I, the Licensee, have read, understand and agree to abide by the Foundation guidelines, policies and procedures.

Purpose of Event: _____

Dates and times of Event: _____

Number Expected in Attendance: _____

Audio-Visual Equipment Approval: _____ Audio Rental Fee: _____

Kitchen Use Fee: _____

Fee: _____ Cash/Check

Damage Deposit: _____ Cash/Check

Total Paid: _____

Licensee:

Date: _____

DL: _____

By: _____

Contact: _____

Additional Contact: _____

Address: _____

Additional Contact Phone: _____

Additional Contact Mobile Phone: _____

Phone _____

Email _____

Mobile Phone _____

Fax: _____

Rockwall Rotary Foundation

Name as Rental Manager: Jay Bedford - cell: 214-202-5576

Terri Bedford – cell: 214-534-0710

Hall Inspection Signoff:

Date: _____

Renter: _____

Damages Assessed:

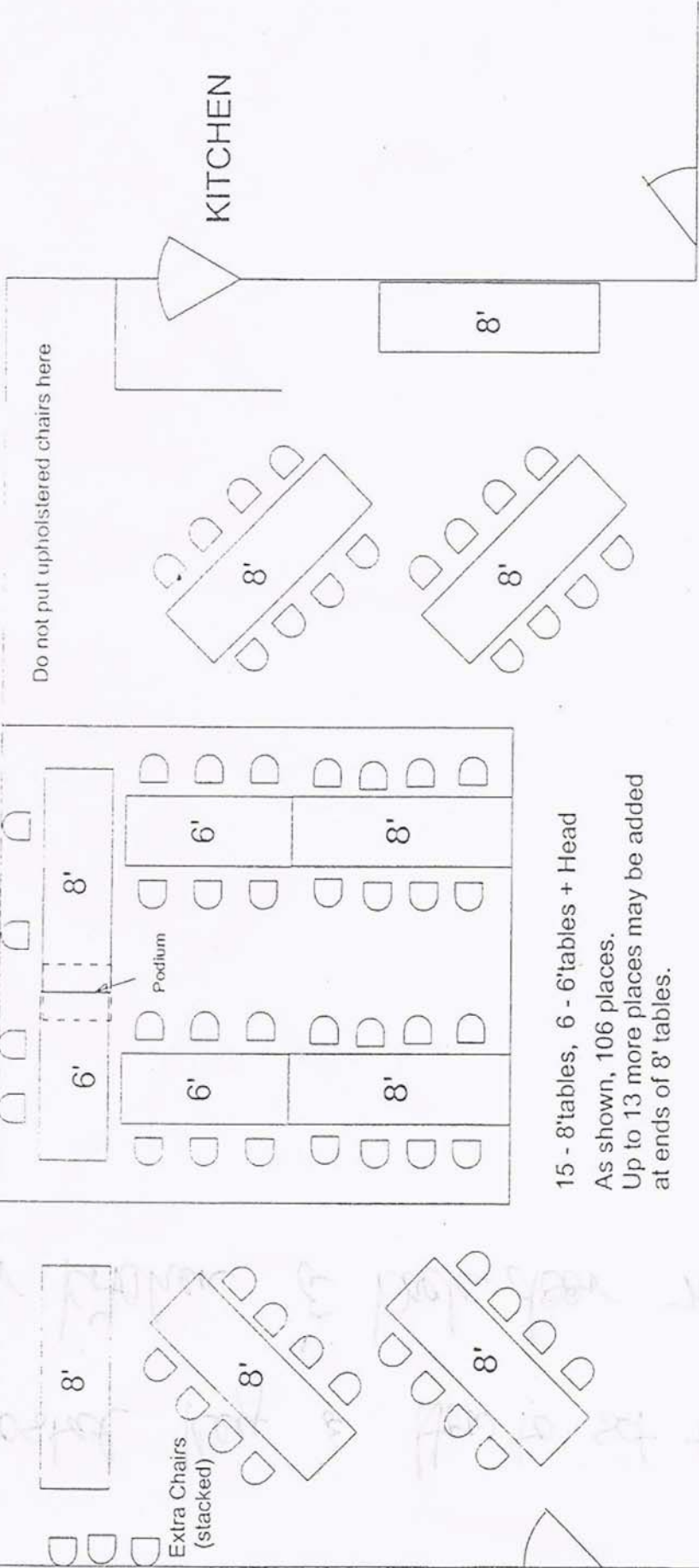
\$ _____

Reason: _____

Rental Manager: _____

AN ASSESMENT CHARGE OF \$100 OR MORE WILL BE TAKEN OUT OF DEPOSIT IF TABLES AND CHAIRS ARE NOT ARRANGED AS SHOWN IN THE MAP BELOW...

LAYOUT FOR ROTARY HALL



15 - 8'tables, 6 - 6'tables + Head
 As shown, 106 places.
 Up to 13 more places may be added at ends of 8' tables.

