

**CITY OF LAGRANGE**  
**VFW POST 5254**  
**RENTAL AGREEMENT INFORMATION**

The City of La Grange VFW POST 5254 is designated as a drug and tobacco free facility. **There is to be NO smoking, consuming and/or distributing or selling of drugs and/or tobacco products on the premises.**

**RESERVATIONS**

The rental of the VFW POST 5254 **may be reserved one (1) year in advance**. Reservations are on a first-come, first-serve basis. Any City of La Grange events will take priority over individual or group rental requests. Official City use will take precedence over any and all reservations that may be in effect in the event of an emergency – requiring of shelter in place, or other emergencies as deemed necessary by the City of La Grange.

As a Renter, there is the option to serve alcoholic beverages. This option **MUST BE** discussed and be made known of intent to serve alcohol to the Recreation Director, or designee, upon rental. Should the Renter choose to serve alcoholic beverages, it is the Renter’s responsibility to prohibit access to minors within the area (both indoors and outdoors) of the rented space in which said beverages are served. **Renter shall, at their personal expense, provide reasonable security, including one or more certified peace officers for events in which large crowds are expected and/or alcoholic beverages are allowed.** Please contact the La Grange Police Department at 979-968-5806 to schedule security. The attached security agreement must be submitted to the City of La Grange prior to the date of rental. **The COMPLETED Security Agreement Form must be returned to the Recreation Department three (3) days PRIOR to the scheduled event. Failure to comply with these terms will void the Rental and all fees paid will be forfeited to the City of La Grange.**

As a Renter, you will NOT be allowed to utilize the facility for personal gain, i.e, to charge admission or have a cover-fee for entrance or within the facility. The facility will be utilized for personal, organization, or non-profit organizations for the use of meetings, reunions, private parties, birthdays, showers, wedding receptions, etc.

**RENTAL DEPOSIT**

Deposit Required to Secure Rental Date: **\$200 payable by separate check than rent check.**

All checks are made payable to the City of La Grange and will be held until inspection of the facilities following the scheduled event. Following the inspection, if there is no damage to equipment or property, no missing or stolen items, and/or facilities are left in clean conditions, the deposit check will be returned to the renter – or shredded if instructed to do so.

Should there be damages to property or equipment, missing or stolen items, and/or facilities are left unclean - as described in the Clean-Up Checklist section of this Rental Agreement packet - the deposit check will be promptly deposited to the City of La Grange. Should damages, stolen items, or unclean conditions warrant additional costs the renter will be billed for necessary repairs, replacement items, and cleaning of the facility. In the event that the renter does not follow the guidelines set forth in the Rental Information packet and Rental Agreement, the renter will be denied any future rentals.

**FEE(S) PAY SCHEDULE**

Cost per Hour: \$50

Cost per 4 Hour Block: \$175

Cost per Day: \$400

The agreed upon rental fees are due and payable:

Paying by Check – Ten (10) days prior to the date of reservation

Paying by Cash – Three (3) days prior to the date of reservation

Should payment or agreement of payment schedule with the Recreation Director NOT be paid by that time, the reservation may be CANCELLED and the deposit will be forfeited to the City of La Grange.

## **RENTAL TIME ALLOWANCES**

A City of La Grange Recreation Department employee **will UNLOCK approximately 15 minutes prior** to rental begin time and return approximately 20 to 30 minutes prior to rented end time to inspect the facility for cleanliness and lock-down the facility. A staff person will go-over policies and procedures, set-up, clean-up, and other items as needed pertaining to the rental. This courtesy is done so that you, the RENTER, can conduct the necessary cleaning items so that your deposit will be returned to you and not forfeited to the City of La Grange. The facility **must be cleaned and vacated by** 10pm Monday through Thursday and Sunday nights, and by 12am (Midnight) on Friday and Saturday night rentals.

## **TABLES AND CHAIRS**

The City of La Grange has 8'x32" rectangle tables and metal folding chairs available for the interior area. There are limited numbers of tables and chairs for the facility rental. All City of La Grange tables and chairs will be marked and counted before and after the rental period. **The City of La Grange will open table/chair storage area, allowing the Renter access for set-up for their individual event. At the conclusion of the event the renter will clean and fold all tables and chairs and store.**

**NOTE:** In accordance with the determination of the Fire Marshall and City Inspector there is a designated occupancy level – please, adhere to all occupancy numbers.

## **RENTER'S CLEAN-UP RESPONSIBILITIES**

It is the Renter's responsibility to clean-up during and after the scheduled rental. Prior to the release of the room/area/facility to the Renter a walk-thru will occur – A Recreation Staff member and the renter/designee – to discuss all cleaning requirements and usage areas for the rental. The City of La Grange will furnish the needed cleaning supplies, i.e., mops, mop bucket, brooms/dustpans, mop solution, trash bags, and other as needed for the area of rental. Please, let staff know if additional items are needed. The following is a list of Renter's clean-up responsibility:

- Remove all bagged trash/loose trash from the facility and dispose of in dumpster
- Use furnished garbage can liners and re-line containers
- Sweep all areas utilized during the rental
- Mop all areas utilized during the rental
- Wash and store any items – kitchen or coffee bars – utilized during rental
- Clean all restrooms in area utilized during the rental
- Wet-wipe all tables and chairs utilized during the rental
- Other as necessary – spills to counters, walls, and/or doors, etc.

The cleaning of the rented area **MUST BE COMPLETED** immediately, following your scheduled rental period – not the following day.

## **RENTAL DO'S AND DON'T'S**

- Lift/Carry items (ice chests, tables, chairs, other) across the floors – do not drag items, as this causes scrapes, scratches, and marring of the floor and wall surfaces
- The usage of rice, confetti, loose beads, glitter, marbles and/or other hard-to-clean and/or damaging items within the facility is prohibited. IF you have doubts, please ask!
- No Open Flames – Candles or other; Use of LED or battery operated lighting is allowed
- Balloons – air and helium – please secure/anchor properly
- Minimal tape and sticky-tack putty usage is permissible – some tapes will strip paint – **DO NOT USE** tacks, staples, and/or nails to secure items to walls.
- Renters are to **REMOVE ALL** decorations at the conclusion of the rental
  
- Supplies of the City of La Grange are NOT included in your rental (ex. coffee, cups, sweeteners, etc.)

- Tables and chairs are furnished as determined/noted in the Rental Agreement – **DO NOT REMOVE** from the property.
- The City of La Grange **may require the renter to provide security**, dependent on the event type and size, and/or have a City of La Grange staff member present for the duration of the event rental.
- **CANCELLATIONS MUST BE RECEIVED THIRTY (30) DAYS** prior to the reserved date. Failure to give a thirty days, or more, day advanced notice will result in the forfeiture of the renter's deposit.

### **CLEAN-UP CHECKLIST**

The following list is a GUIDELINE, not an ALL INCLUSIVE list, please leave facility clean, sanitary, and tidy when leaving the facility.

#### **ROOM(S)**

- Sweep and Mop
- Wipe-down/Clean all tables and chairs
- Remove all decorations and supplies utilized during the rental period
- Return tables and chairs to their original set-up or as discussed with City Staff
- Remove ALL trash, replace with new receptacle liner(s) – Place trash in dumpster
- Check and clean restrooms – remove trash, sweep, mop, flush and clean toilets
- Serving Area/Coffee Bar – Clean/Disinfect after usage – Coffee Pots, Cups, Trays, Sink(s), other as needed
- If Electronic Items – Clean/Disinfect after usage – return to original set-up, shut-down electronics

#### **KITCHEN**

- Sweep and Mop
- Wipe-down/Clean all Appliances – stove, oven, microwave, refrigerator, freezer, sink, coffee pots, etc. – and all counter space
- Wash, clean, dry and store any items used during rental – silverware, bowls, pots, coffee pots, etc.
- Remove ALL trash, replace with new receptacle liner(s) – Place trash in dumpster
- Remove any stored items from refrigerator, freezer, stove/oven, and on counter space
- Do NOT remove or use items/supplies that are the property of the City of La Grange

#### **OUTDOOR AREAS**

All areas are to be cleaned – pick-up trash on grounds, no over-flowing trash-cans, all cans, glass containers, party decorations, etc. are to be disposed of properly. If using BBQ area, all must be cleaned – do not leave food stuff, condiments, or other food supply products in area, please dispose of properly.

The above list is a guideline, not all inclusive, thus, the Renter must adhere to all cleanliness and sanitary conditions. Failure to comply with the above checklist, and other items as deemed necessary, will result in the forfeiture of the Rental Deposit.

IF AN EMERGENCY OCCURS – if warranted call 911 immediately– then, please notify the Recreation Director – Janet Rangel at 979-966-3137 and/or City Manager – Shawn Raborn at 979-249-7263.

THANK YOU and ENJOY YOUR EVENT AT THE CITY OF LA GRANGE VFW HALL.

**CITY OF LAGRANGE**  
**VFW POST 5254**  
**RENTAL AGREEMENT**

RENTER/PERSON RESPONSIBLE: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address (for Return of Deposit): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Day/Date of Rental: \_\_\_\_\_ Begin Time: \_\_\_\_am/pm End Time: \_\_\_\_am/pm

\*\*Monday-Thursday and Sunday Rentals – building must be cleaned/vacated by 10pm

\*\*Friday-Saturday Rentals – building must be cleaned/vacated by 12am/Midnight

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Deposit: \$200 Received: \_\_\_\_\_ Check/Money Order/Cash Staff Initials \_\_\_\_

Rent Fees: \$\_\_\_\_ Received: \_\_\_\_\_ Check/Money Order/Cash Staff initials \_\_\_\_

**NOTES:**

\_\_\_\_\_  
\_\_\_\_\_

Renter Signature: \_\_\_\_\_

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

# VFW Hall

## Security Agreement

The City of La Grange owns and operates the facility located at 500 Veterans Memorial Drive, La Grange, TX 78945 (the VFW Hall) and provides use of the Hall to the community to host business and social affairs.

Events serving alcohol may require the presence of a security officer on-site throughout the hours of the event. The Renter is responsible for payment of the officer(s) through the La Grange Police Department. The number of officers required will be determined by the city staff and is based on event attendance. Failure to comply with this policy will result in immediate ejection from the premises. In case of ejection, the Client forfeits its deposit and is responsible for all contract costs.

**Officer's Responsibilities:** A commissioned La Grange Police Department Officer's primary responsibility while working in a secondary employment capacity as a peace officer, in uniform or plain clothes, is the enforcement of Federal and State laws and City ordinances, to protect life and property and to keep the peace. Officers engaged as Peace Officers in a secondary employment status shall follow all La Grange Police Department (LGPD) Policies and Procedures. Officers are expected to take necessary action in an attempt to assist citizens in need of help by calling on-duty officers, taking reports; effecting arrest; or providing any other services related with the duties of a peace officer.

**Renter's Responsibilities:** The Renter agrees to hold harmless LGPD and all LGPD personnel from losses of any kind caused while at the site of the off duty employment. The Renter is responsible for making arrangements directly with the City of La Grange Police Department. Security must be present at the Hall a minimum of thirty (30) minutes before an event starts until thirty (30) minutes after the event ends.

Revocation for Secondary Employment Application: The Chief's designee will not approve any permit or application by a prospective Renter that does not meet the requirements of any LGPD Policies and Procedures.

PAY RATES: Officers - \$35.00 per hour with a 4-hour minimum, \$40.00 per hour for any traffic control. A higher rate of \$50.00 per hour may be required on jobs received on LESS THAN 48-HOURS NOTICE, CITY HOLIDAYS OR those requiring SPECIALIZED PERSONNEL. A 4-hour minimum will be charged when the job is canceled by the Vendor with more than 48-hour notice, and full payment will be required with less than a 48 hour notice.

# VFW Hall Security Agreement Signature Form

Today's Date: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Officer(s) Requested to be on-site during these times:

\_\_\_\_\_  
\_\_\_\_\_

Number of Officer(s) Recommended for Event Security: \_\_\_\_\_

Recreation Department Staff Signature: \_\_\_\_\_

Renter's Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Chief's Signature: \_\_\_\_\_

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

Approved \_\_ Declined \_\_

Chief's Comments: \_\_\_\_\_

Assigned to Coordinator:

\_\_\_\_\_