

Harris County Municipal Utility District No. 23

APPLICATION FOR USE OF DISTRICT OFFICE BUILDING

Date of Function _____ Time of Use : From : _____ To: _____

Name: _____

Address: _____

Home Phone: _____ Work Phone : _____ Cell Phone # _____

Nature of Activities _____

Name of Organization (if applicable) _____

Number of Persons Expected : _____

Fees	Tax Exempt Organization	Private	Commercial
Weekday Rate	- 0 -	\$25/hour	\$25/hour
Weekend Rate	- 0 -	\$25/hour	\$25/hour
Opening/Closing Fee (for each opening/closing in excess of initial showing and day of function	\$5.00	\$5.00	\$5.00
Clean Up (in absence of customary & satisfactory clean up by user)	\$75.00	\$50.00	\$50.00
Deposits			
Keys (per set)	\$50.00	\$50.00	\$50.00
Building	- 0 -	\$100.00	\$100.00

Make Checks Payable to Harris County Mud #23 **Minimum Rental fee is \$100.00 Rental (based on your estimated hours) + \$100 Deposit is required** prior to rental date.

Acknowledgement of Receipt of Deposit \$ _____ Fee for Building Use: _____

Applicant hereby agrees and undertakes to save and hold harmless Harris County Mud # 23 and it's board of Directors from any and all claims for damages, personal and otherwise, that may arise out of use of said property, whether by member of his/her organization or by other persons using or enjoying said property and without regard to whether on the part of the applicant to the District or both. Applicant further agrees to indemnify the District against any claims brought against the District as the result, whether indirect or direct, of applicants guest, invitees or members use and. or enjoyment of the building including without limitation the consumption of alcoholic beverages on the premises of the building or building grounds. Applicant further agrees to be bound by and observe "Guidelines for Use of District Office Building" hereto attached. Applicant is aware that **violation of any of the attached rules could result in the applicant forfeiting their deposit.** The District reserves the right to cancel this agreement for violations of the Guidelines for Use of District Office Building.

Signature of Applicant

Building Coordinator

Date Of Application _____

\

Guidelines for Use of District Office Building

1. Harris County Municipal Utility District #23 and the Board of Directors herein after called the "District" shall not be responsible for injuries or loss of property on the premises sustained by guests or other attending a function at the district facilities
2. Use of decorations is limited to fireproof materials and shall be erected and removed in a manner not destructive to District Property. The use of open flames other than candles is prohibited.
3. All loss or damage to District property shall be the responsibility of the using organization during the time that the building is in use under the contract. Damage or misuse of the facilities and equipment shall be paid for in full by the organization chargeable with it's use. The use of any paints, cleaners, waxes or other materials on floors or other parts of the building is strictly prohibited unless written approval is obtained. Furniture or equipment may not be removed from the building.
4. Hours for use of the building are as follows: 8 am until 10 PM with an additional hour for clean up. There must be no conflict with District Operations.
5. **Leave the Building as clean or cleaner than you found it.** (Brooms, dust pans, mop and cleaning supplies are in the hall closet)
6. Please put all garbage in the cans near the gate. Make sure to remove trash from the bathrooms.
7. Please use outside lights only when necessary for outside activities.
8. Return the air conditioner/heater to normal operation by hitting run program on thermostats.
9. Please report any damages you find upon arrival. Call Jim Haney as soon as possible. Cell # 713-248-1143 or 713-466-8840
10. **You must sweep the floor after using the building.**
11. No music shall be allowed outside the building.
12. Noise from within or around the building shall be controlled so as not to disturb the residents of the area.
13. The district reserves the right to approve or disapprove any applications for use of the building
14. Use of the building by individuals for private parties will be restricted to residents of the District only. The building will be available for use by community organizations subject to the approval of the district.
15. Children under the age of 15 must have adequate supervision.
16. All fire exits must be kept unlock while the building is in use.
17. The normal use fee will be waived for use of the building by a public, non-profit community organization Monday through Thursday. A \$50.00 key deposit shall be required. Only the clean up charges, if any may be assessed at the District's discretion.
18. In the event the building is used for electoral purposes. Harris County Mud #23 is not making any endorsement by allowing the use of the building. Candidates of political groups will be eligible to use the building according to the terms and conditions of the application for use.
19. **NO SMOKING is allowed inside the building.** Cigarette butts will not be disposed of on the grounds or parking lot!
20. The **consumption of alcoholic beverages is prohibited** within or about the District building or its fenced grounds surrounding same.
21. The consumption of any beverage from a glass container or anywhere on the compound grounds outside the building is prohibited.
22. Building capacity may not exceed 99 persons.
23. Amounts of fees and deposits are subject to change at any time without notice unless a signed contract is in place.
24. Any person or organization anywhere seeking to use the building must complete an application form and provide a deposit.
25. The office and storage rooms of the District building are not be entered or used without the express written consent of the District's board.
26. All contracts expire in one year and will have to be renewed.