



JUST DO IT NOW, INC.

DAWSON COMMUNITY RESOURCE CENTER

1619 Martin Luther King Blvd
Wharton, Texas 77488
(979) 531-1975 & (979) 531-1957 fax

Rental Policy

Applicants reserving the Dawson Community Resource Center (DCRC) agree to abide by the following policies:

RESERVATION REQUIREMENTS

1. All reservations for rentals must be made through the main office of the DCRC between the hours of 9:00 am-5:00 p.m. Monday through Friday.
2. Applicants must be 21 years of age or older. Reservations are non-transferable.
3. Programs, activities and events conducted by the Just Do It Now organization will be given priority at all times. Just Do It Now reserves the right to cancel any reservation upon 72 hours notice due to emergency needs. Furthermore, Just Do It Now and/or the Board of Directors reserve the right to refuse to rent the facility.
4. Reservations are on a first come, first served basis.
5. All reservations are required to have the rental agreement signed and submitted no later than 10 days before rental.
6. Applicants renting the facility are limited to the hours specified on their application.
7. No reservation will continue later than midnight Sunday - Thursday, or 2:00 a.m. Friday and Saturday unless approved by the Executive Director. The building area must be cleaned and completely vacated no later than this time.

RENTAL GUIDELINES

1. **NO hard-soled shoes are allowed on the basketball court.**
2. No decorations of any kind are allowed to be nailed, stapled or glued to any part of the building unless prior consent is approved by the Executive Director. The use of confetti, birdseed, or flammable material is prohibited inside the DCRC. The throwing of birdseed/confetti is allowed but must be restricted to the outside areas only.
3. Applicants will comply with all City ordinances and Federal and State laws. The Just Do It Now organization, DCRC, or any of the organization's representatives are not responsible for any incidents/accidents.
4. Applicants assume liability for the cost of repairing damage to DCRC property or equipment. Just Do It Now reserves the right to require applicants, when it is deemed necessary, to provide public liability and/or property damage insurance policies, and other coverage to protect the property of the DCRC.
5. All exits and doorways must remain clear and unlocked during functions.
6. **SMOKING/DRINKING/DRUGS ARE PROHIBITED on the DCRC premises. Our facilities are a "Drug Free" zone and will be enforced as such.**
7. Firearms (except in police possession) are prohibited from all DCRC premises, including personal vehicles.
8. Fighting and violence of any kind will result in police being notified and forfeiture of rental agreement with no refund.
9. Renters are responsible for all clean-up of facility and outside areas if necessary. Clean up specifications are noted below.

- 10. Only areas specified in rental agreement are to be occupied.
- 11. **JDIN reserves the right to request applicants to provide security officers through the Wharton Police Department. The number of officers required will depend on how many guests are estimated to be in attendance with a minimum of 2 officers to be present at least 30 minutes prior to event and until the last guest leaves. The officers will be secured by JDIN and paid for directly by the renter at the current rate the WPD charges. Failure to abide with this rule will result in forfeiture of rental and security deposit.**
- 12. **Applicants are responsible for maintaining control of all guests and participants. This is not the responsibility of the facility representative. In keeping with the consistency of the message our organization promotes, please make sure all guests wear their clothing in a manner deemed appropriate by usual and customary standards including but no limited to “no sagging” of the pants, shorts, etc.**

COSTS

- 1. The cost of renting the entire DCRC is listed below. This cost includes only the time allotted for the event. One hour of set-up and one hour of clean-up is provided at no cost to the renter. If more time is needed, additional fees will be assessed.

<u>AVAILABLE RENTAL AREA PRICES</u>		
	<u>PER HOUR</u>	<u>MAX. PER DAY</u>
GYM	\$80.00	\$550.00
LIBRARY	\$50.00	\$250.00
CAFETERIA:	\$50.00	\$400.00
CLASSROOM:	\$25.00/ROOM	\$200.00/ROOM
PLAYGROUND:	\$30.00	\$150.00
WHOLE FACILITY:	\$200.00	\$1000.00

- 2. Applicants requesting air conditioning/heating for hours other than those specified during the actual event will be charged an additional \$30.00/hour for each full or partial hour of time requested for the whole facility, \$15.00/hour for the gym or cafeteria, or \$10.00/hour for each room up to a total of \$30.00/hr.
- 3. **Organizations, churches, or groups that partner with JDIN on a monthly, quarterly, or yearly basis with a monetary donation of \$500/year or more, may receive a special rental rate with approval from Executive Director and/or Board of Director’s.**
- 4. If a 501 (c) 3 organization wishes to rent the facility, the rental fee may be reduced. Such organizations may be required to show their 990 IRS form or 501 (c) 3 IRS designation in order to qualify. The rental fee assessed on these non-profit organizations will be determined by the Executive Director or the Board of Director’s.
- 5. Rental fees may be reduced for people or organizations wishing to rent on a long term basis. This fee will also be assessed by the Executive Director or Board of Director’s.
- 6. Requested hours for use must include time it will take to set up, hold the function, and clean up. Applicants are responsible for the building and must secure the building and its equipment at all times during reserved time. All property of the DCRC that is lost, damaged, or destroyed during this time will be charged against the reserving party.
- 7. All events, except those excused by the Executive Director (subject to review of the Board of Directors) must have a facility representative present at all times during the set up, the actual event and until the last participant leaves. The Facility Representative will be selected by the Executive Director. The renter must pay the facility representative a fee of \$15.00 per hour, which is payable directly to the facility representative. If multiple areas are being rented, more than one facility representative may be required.

8. All rental applications must be accompanied by a \$200.00 security deposit. If the facility is left clean and no damage is done, the deposit can be applied towards the final bill. If any damage is done or facility is not properly cleaned, this could result in the loss of the security deposit.
9. The security deposit will be forfeited if the applicant cancels within seventy-two (72) hours notice or does not show up.
10. If any extra clean up is required by staff, applicants will be billed at a rate of \$25.00 per hour. This amount will be deducted from the applicant's deposit.
11. The security deposit is due no later than ten (10) days prior to the scheduled function.
12. If a renter damages the facility beyond the security deposit coverage, Just Do It Now reserves the right to bring legal action against the renter.
13. Just Do It Now reserves the right to increase fees of deposit based on applicants past rental history.

CHANGE AND CANCELLATION POLICY

1. All changes, cancellations, and additions must be made seventy-two (72) hours prior to the scheduled function to avoid forfeiture of security deposit.

Not Available for Lease

1. All offices and their contents are off-limits to everyone except the Facility Representative. The Facility Representative is hereby empowered to loan out recreational equipment and supervise telephone privileges.
2. Please remember to bring office and food supplies with you and any other equipment or supplies the applicant needs. Just Do It Now and DCRC will not be responsible for any personal equipment during reserved usage.
3. Applicants are not allowed to store equipment or supplies at the DCRC other than the hours that are specified on the application. Just Do It Now and the DCRC are not responsible for lost, damaged, or stolen articles. Lost and found articles are kept for one (1) week only.

Clean-up Specifications

1. Applicants agree to leave the premises in as good or better condition than which existed prior to their usage. The user must:
 - a. Clean off and wipe all tables used
 - b. Remove all decorations and personal belongings.
 - c. Clean up all obvious spills on tables, chairs, and floor.
 - d. Vacuum carpeted areas used.
 - e. Sweep gym floor and/or tiled floors used.
 - f. Make sure restrooms are left clean and toilets are flushed.
 - g. Mop any areas necessary
 - h. Take trash to dumpster and replace trash bags
 - i. Put all items back where they belong.
 - j. Pick up and properly dispose of all trash outside.



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Phone 979-531-1975/Fax 979-531-1957
cmitchell @jdin.org

Rental Application

Date of Function: _____

Applicant: _____

Person to Contact: _____

Address: _____
(Street) (City) (State) (Zip Code)

Day Phone Number: _____ Evening: _____ Fax: _____

Type of Function: _____

Area(s) Requested: _____

Hours including set up and clean up: From: _____ To _____

Band/DJ Hours: From: _____ To _____

Estimated Attendance? Adults _____ Teens _____ Children _____

Fees:

Refundable Deposit (Due at time of application) _____ \$200.00

Rental Fee: _____

Facility Representative Fees: _____

Security Officer Fees: _____

AC/Heating Fee: _____

Total Fees: _____

Amt. Paid _____ Rcvd. By _____ Cash _____ Check _____

Read Rules Carefully: FAILURE TO COMPLY CAN RESULT IN LOSS OF YOUR DEPOSIT.

I have received a copy of the Rental Policy outlining the Rules and Regulations for use of the DCRC, and I agree to abide by them. I further agree to be present during this activity. I understand that neither the Just Do It Now, Inc., nor the DCRC shall be responsible for loss of property or personal injury sustained by users of the building, and users shall agree to hold Just Do It Now, Inc. and the DCRC harmless from all damages to the person and property of all users, spectators, supervisors, and custodians.

As the individual responsible for this rental of the DCRC, I agree that all office and room limits will be obeyed and all the terms of this contract will be honored.

Signature and Date Policies Received: _____
(Renter's Signature) (Date)

Signature and Date of Administering Staff: _____
(Signature and Position) (Date)