

**FACILITY RENTAL APPLICATION**

**Johnson County  
Sheriff's Posse**  
P.O. Box 743  
Cleburne, Texas 76031  
Phone: 817-556-9910  
Email: www.sheriffsposse.com

Facility Requesting \_\_\_\_\_  
Type of Activity \_\_\_\_\_  
Rental Date(s) \_\_\_\_\_  
Day of Week \_\_\_\_\_  
Use Hours \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.  
Estimated Attendance \_\_\_\_\_

Organization \_\_\_\_\_ Person in Charge of Activity \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Refund of Security/Damage Deposit payable to: \_\_\_\_\_  
Is event open to the public? Yes \_\_\_\_\_ No \_\_\_\_\_  
Will admission or any other fees be collected either before or during the event? Yes \_\_\_\_\_ No \_\_\_\_\_  
Admission Amount: \_\_\_\_\_  
Will alcohol be served? Yes \_\_\_\_\_ No \_\_\_\_\_  
If you answered "Yes", are you aware that two (2) paid security officers will be required? Yes \_\_\_ No \_\_\_  
Insurance: Yes \_\_\_ No \_\_\_ Insurance Company \_\_\_\_\_  
What facility items will be used? Tables \_\_\_\_\_ Chairs \_\_\_\_\_

**ASSUMPTION OF LIABILITY: AGREEMENT TO HOLD HARMLESS**

The listed renter/organization shall hold harmless and indemnify the JCSP officers, Directors, Members or Employees against any tort, liability, claim, demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the use of the Johnson County Sheriff's Posse (JCSP) Facility.

**AGREEMENT TO ABIDE BY TERMS & CONDITIONS, RULES AND REGULATIONS**

By signing this contract, the Renter affirms that he/she is 21 years of age or older, has full authority to sign such contract, has read and agrees to comply with all JCSP Terms & Conditions, assumes full liability for any and all damages, cleanup costs and incidents connected with the scheduled event. The attached Terms & Conditions shall constitute a contract between the applicant and the JCSP.

I understand that my security deposit may be forfeited, or I may be billed for any additional expense, should any of the aforementioned requirements be ignored or abused, or if any damages are a result of the actions of my rental. I have read all of the attached Terms & Conditions and agree to comply with my signature below.

\_\_\_\_\_  
Applicant's Signature (SIGNATURE REQUIRED) Date

**THE JCSP RESERVES THE RIGHT TO REFUSE APPLICATION FOR GOOD CAUSE, OR TO REVOKE THE APPLICANT'S RENTAL. IF THIS OCCURS, WE WILL ATTEMPT TO NOTIFY YOU AS SOON AS POSSIBLE.**

**FOR OFFICE USE**

SECURITY/DAMAGE DEPOSIT REQUIRED: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_  
RENTAL FEE: \$ \_\_\_\_\_ OPTIONAL CLEANING FEE \$ \_\_\_\_\_  
TOTAL RENTAL FEE: \$ \_\_\_\_\_ Due by: \_\_\_\_\_ (date) Date Paid: \_\_\_\_\_  
SECURITY/DAMAGE DEPOSIT REFUNDED: Date Processed: \_\_\_\_\_ Amount \$ \_\_\_\_\_

# JOHNSON COUNTY SHERIFF'S POSSE FACILITY RENTAL TERMS & CONDITIONS

## Scheduling Your Event

The JCSP recommends that you book your event at least three to six months in advance to ensure availability. For reservation information or event booking please call the JCSP Rental Agent at 817-556-9910.

A maximum of 450 guests can be accommodated inside the building. The building has 11 30"x72" tables and 300 chairs available for use by the renter. Arrangements for their use should be made in advance of the event.

The JCSP reserves the right to terminate any reservation or event deemed a risk to JCSP property or interests. Groups of individuals shall be given equal opportunity regardless of race, sex, religion or national origin.

## Event Policies and Procedures

Any event held at the Johnson County Sheriff's Posse (JCSP) facility must not impose a hardship on the JCSP owned property, premises, staff, visitors or neighbors. The individual signing the contract is responsible to ensure compliance with all JCSP event policy, rules and regulations.

A rental reservation is considered binding after the Facility Rental Agreement has been signed by the rental applicant and approved by JCSP personnel.

Any party using any JCSP facility shall assume full responsibility for the conduct of all persons/guests attending the event. The renter shall be responsible for and damage to the facility, equipment and amenities caused by guests, attendees, caterers or other independent contractors. The renter shall be required to conduct the event in compliance with all applicable laws, ordinances, codes, rules and regulations.

The JCSP reserves the right to have representative(s) present, and to enforce any requirements of rules

The renter, their invitees and guests shall not sell or distribute anything of value without the prior consent of the JCSP. This includes charging admission to the event.

No renter shall be allowed to print any information including programs, posters, invitations, fliers, advertisement and social media using or including the JCSP image or logo without prior consent and approval by the JCSP. All printed material, including social media, must be submitted to the JCSP for approval prior to distribution.

Renters shall not cover any existing advertising, signs or banners. **NO EXCEPTIONS.**

## Facility Usage

To reserve a facility, a Facility Rental Agreement shall be completed, signed and returned to the JCSP Rental Agent. The individual signing the Rental Contract must be at least 21 years of age. Facility Rental Agreements are available from the Rental Agent and on the JCSP web site at [www.sheriffsposse.com](http://www.sheriffsposse.com).

Payment of the applicable security deposit and user fees must be received at least fourteen (14) days prior to the activity. Early payment of security deposit/rental fee will ensure reservation. Cash or Money Order only – NO CHECKS. The reservation/damage deposit fee is a separate fee from the rental fee.

Your event is limited to the exact space and time scheduled as specified by your signed Rental Contract. Please allow appropriate time for setup before the event and clean up after the event; renters exceeding the agreed to rental times will be charged an hourly rate of \$200.00 for each additional hour, including clean up time. Additional rental fees are due and shall be paid prior to renter leaving premises.

The renter shall be responsible for ensuring that the occupancy capacity of the facilities being rented is not exceeded. The renter understands that multiple events or rentals may be conducted at the same time at the complex and that parking areas may require sharing. Event set up shall begin no earlier than the scheduled rental time.

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### **Cancellations**

Reservation cancellations received at least 45 days prior to the event may have any paid deposits/rental fees refunded. Cancellations received less than 45 days prior to the event may have any paid deposits/rental fees refunded at the discretion of the JCSP Board of Directors. Events cancelled inside ten days of the scheduled event shall forfeit any paid deposits and may have any paid rental fee refunded at the discretion of the JCSP Board of Directors. Any exceptions to this policy shall be approved by the Rental Agent/JCSP Board of Directors.

### **Deposits**

Deposits will be refunded upon determination by the JCSP Rental Agent that the facility has been left in the same condition as prior to rental and that there is no damage to the facility, equipment or furniture.

If in the opinion of the JCSP Rental Agent the facility has been left in an unacceptable condition all or part of the Reservation/Cleaning/Damage deposit shall be retained by the JCSP. Any damage to JCSP property or interests assessed to be greater than the posted Reservation/Cleaning/Damage Deposit shall be billed to the individual signing the Rental Contract.

**Deposits will be refunded via US Postal Service; allow up to two weeks for deposit return processing. The JCSP Rental Agent is not authorized to make refunds (NO EXCEPTIONS)**

### **Clean Up**

The facility must be cleaned, all decorations and trash must be removed, and the facility must be vacated by the end time indicated on the Facility Rental Agreement. If additional tear down or clean up time is required, applicable fees will be assessed and collected prior to departing JCSP premises. The JCSP Rental Agent may negotiate deviations to this policy in special circumstances, and note in the signed Rental Contract

The renter is responsible for removal of all personal articles, including leftover food, decorations, etc., and depositing trash in the appropriate receptacles located on JCSP property. All tables, chairs, counter tops, and any appliances used must be wiped clean. Floors are to be swept, and wet mopped using water only. If it becomes necessary for JCSP personnel to do an extensive amount of cleaning, there will be a corresponding deduction from the security deposit, as determined by the JCSP Rental Agent.

### **Insurance**

Proof of Public Liability and Property Damage Insurance is required of ALL renters and due no later than five (5) days prior to your event. The insurance must, at client's sole expense, provide and maintain public liability and personal property damage insurance, to include all bodily injury, property damage, personal injury, injury caused by animals and other loss arising out of clients use and occupancy of the premises or any other occupant on the premises, including appurtenances to the premises, parking lots and sidewalks.

The insurance required hereunder shall have a single limit liability of no less than \$1 Million Dollars, and general aggregate liability of not less than \$2 Million Dollars and list the Johnson County Sheriff's Posse as also insured. Provided insurance policy shall indemnify and hold harmless the JCSP and its officers, directors, members and employees harmless for any damages to any person or property resulting from the consumption of alcohol by the renter, guests, attendees, caterers or other persons on the JCSP property due in whole or part from renter's use of JCSP property and facilities.

Your personal insurance agent should be able to assist you in obtaining this policy. If needed the JCSP can provide contact information for a local insurance company/agent who can assist you.

### **Decorations**

All decorations, table settings and other such displays shall be placed on a table or free standing. No decorations or temporary fixtures may be affixed with tape, nails, tacks, staples, or any application that will cause damage. No decorations are allowed which would damage or discolor facility. Decorations must be flameproof. All candles must be contained in a glass container taller than the top of the candle flame. Sparklers, thrown rice, birdseed, glitter, and all types of confetti are prohibited inside the facilities.

Setup and removal of all decorations shall be the responsibility of the renter.

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**Parking**

Ample parking is available on a first come, first serve basis. Parking permits are not required. JCSP personnel do not direct traffic/parking. Vehicles parked inappropriately (e.g., in fire lanes, etc.) shall be towed at the owner's expense. Parking in the meeting hall yard is expressly prohibited, no exceptions.

The JCSP shall not be responsible for vehicles belonging to the renter, their guests, invitees, caterers or independent contractors prior to, during or after the event. The JCSP shall not be responsible for vehicles left on the premises after the event.

**Event Security**

Events with more than 50 guess shall require one (1) paid security officer. Events with 100 or more guests shall require two (2) paid security officers. ALL events where alcohol is present shall require two (2) paid security officers. The security officers shall have the authority necessary to ensure policy compliance and crowd control. The JCSP shall provide security officers at a cost of \$60.00 per hour per officer, due the day of the event and payable by the renter directly to the officer(s), prior to event start.

**Alcohol**

Alcohol may be served to guests; however, under no circumstances can it be sold, redeemed for tickets, etc. The renter shall be responsible for monitoring alcohol consumption and shall observe and comply with all state laws and regulations. Glass bottles are not allowed.

The renter understands that ALL events where alcohol is present shall require two (2) paid security officers. The security officers shall have the authority necessary to ensure policy compliance and crowd control. The JCSP shall provide security officers at a cost of \$60.00 per hour per officer, due prior to the start of the event, and payable by the renter directly to the officer(s).

Approval for alcohol consumption at your event is given by the JCSP Rental Agent as part of the Rental Contract approval.

The renter agrees to indemnify and hold harmless the JCSP and its officers, directors, members and employees harmless for any damages to any person or property resulting from the consumption of alcohol by the renter, guests, attendees, caterers or other persons on the JCSP property due in whole or part from renter's use of JCSP property and facilities.

**Animals**

No animals will be permitted on the JCSP premises except those identified as service animals. Requests for exceptions shall be negotiated and approved by the JCSP Rental Agent.

**Smoking**

No smoking. The JCSP buildings are smoke free facilities. This includes all covered porch areas and public entrances.

**Electrical**

Tampering with electrical service boxes or wiring will result in forfeiture of deposit. **NO EXCEPTION**

**Personal Property**

The JCSP shall not be responsible for any equipment, supplies, valuables or personal items brought onto the JCSP premises, or left behind after an event.

Any items left on the JCSP premises shall become the property of the JCSP after a period of thirty (30) days after the scheduled event.

**Minors**

Any rental with participants under the age of 18 shall be required to have at least one adult chaperon for every ten minors present during the event.

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**Sound**

Live music or music provided by a disc jockey is permitted. Please discuss with the JCSP Rental Agent prior to setup. **No modification or tampering with JCSP electrical is permitted. NO EXCEPTIONS.** All music must end by 12:00 AM Sunday – Friday and 1:00 AM Saturday.

**Food and Beverage**

Rental applicants may choose to employ an outside caterer for their event. Caterers are required to abide by all policies outlined in the Facility Rental Agreement. Caterers are responsible for all catering materials brought into the facility, food preparation, all busing during and after the event and cleanup. All catering supplies and equipment must be removed from the premises immediately following the event. The JCSP shall not be responsible for loss or damage to catering equipment, supplies or any other personal property under the care and control of the caterer.

Renters and/or their caterers are required to provide their own tableware, linens, and service needs. No catering equipment, décor or other items may be left behind or stored on the property after an event unless prior arrangements have been made with the JCSP. The JCSP is not responsible for any lost or stolen equipment

A catering kitchen is available for use by the renter and caterers and may be used for the warming of food only. Cooking in the catering kitchen is not allowed. Cooking with open flame is not allowed in the building. Use of sterno under chafing dishes is permitted. The refrigerator, oven, microwave and ice machine may be used by the renter or caterer. Use of grills, smokers or other cookers is restricted to outside areas.

All food and beverages must be removed from the premises after the event. Waste food, ice and beverages may not be dumped onto soil or landscaping anywhere on the premises by guests or catering staff. The caterer/renter shall be responsible for cleanup (including ovens and microwave) and removal of all food, equipment and garbage from the building at the end of the event.

**JCSP Board Room and Other Areas**

The renter and guests shall not enter the JCSP Board Room, Alarm Room or Riser Room for any reason unless approval is received from the JCSP Rental Agent.

**Thermostats**

Temperature will be set prior to your event start (where applicable). Tampering with or destroying the thermostat box will result in forfeiture of deposit.

## RENTAL CLEAN-UP CHECKLIST

- Chairs –fold and return to storage room
- Tables - wiped down and returned to storage room
- Counter Tops – wipe down and clean
- Trash - remove trash and deposit in dumpster
- Floors – swept clean and wet mopped
- Decorations – remove all decorations
- Appliances - clean any appliances used (oven, refrigerator, microwave)
- Outside Area - pick up garbage and sweep porches (if excessively dirty)
- Damage - check for damage to walls, floors, ceiling, appliances, cabinets, equipment, thermostats, electrical
- Equipment or supplies left in proper location
- Restrooms – Sinks and floor clean, toilets flushed, trash removed

**\* Facility cleaning service is available for an additional fee – contact rental agent for prices**

Was facility left in satisfactory condition?  Yes  No

List any damage/problems

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Did renters vacate room on time as listed on application?  Yes  No

If room was vacated late, how late? \_\_\_\_\_

Comments:

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Inspected By \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

***Signature of staff does not waive liability of renter for items damaged or missing.***

Initials \_\_\_\_\_