

**City of Collinsville  
P. O. Box 649  
Collinsville, TX 76233-0649  
903-429-6225**

**Application for Rental of Community Building**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone (must have a valid phone number):** \_\_\_\_\_

**Date of building use:** \_\_\_\_\_

**Key#** \_\_\_\_\_ **Date key received:** \_\_\_\_\_

**Date key returned:** \_\_\_\_\_

**EVERY USER OF THE COMMUNITY BUILDING IS RESPONSIBLE FOR THE FOLLOWING:**

1. The building must be left neat and clean.
2. All tables and chairs are to be put back in the order they were in when you entered the building.
3. All lights must be turned out.
4. The air conditioner must be adjusted to 85-90 degrees in summer months to conserve energy.
5. The heater must be adjusted to 50-55 degrees in the winter months to protect pipes from freezing.
6. No alcoholic beverages are to be brought in the building or used on the premises.
7. Close all windows and lock all doors.
8. All events completed and the building closed by 10:30 p.m.
9. Return Community Building key to City Hall.

**FAILURE TO COMPLY WITH THE INSTRUCTIONS OUTLINED ABOVE WILL RESULT IN FORFEIT OF DEPOSIT AND POSSIBLE REQUEST FOR PROPERTY DAMAGE INCURRED BY YOUR PARTY.**

If an applicant wants to make their deposit by check, it is appreciated if the deposit is made with two separate checks. One check will cover the use fee and one check will cover both the cleaning deposit and key deposit combined. The cleaning deposit and key deposit check will not be cashed until after the date of use. If the building is left in proper order and the key returned, the check is returned and not cashed.

<b>Collinsville residents:</b>	<b>\$40.00 Use Fee</b>		<b>\$25.00 Cleaning Fee</b>	
			<b>5.00 Key Fee</b>	
	<b>\$40.00 Check# 1</b>	<b>+</b>	<b>\$30.00 Check# 2</b>	<b>= \$70.00 Total</b>
<b>Non-Collinsville residents:</b>	<b>\$70.00 Use Fee</b>		<b>\$25.00 Cleaning Fee</b>	
			<b>5.00 Key Fee</b>	
	<b>\$70.00 Check #1</b>	<b>+</b>	<b>\$30.00 Check #2</b>	<b>= \$100.00 Total</b>

\_\_\_\_\_  
Signature of person responsible  
For use of building

\_\_\_\_\_  
Date