



## COMMUNITY BUILDING INFORMATION

**After Hours Contact: Non-Emergency PD Dispatch 817-598-4300**

Our Harberger Hill and Cherry Park Community Buildings are great places to host birthday parties, family reunions, large meetings and other special occasions!

*Mount Pleasant Community Building is for meetings only.  
No décor, foods or drinks are to be used at this facility.*

### **GENERAL RENTAL INFORMATION**

- Renters will assume full responsibility and all liability during the use of the building for any actions of themselves or their guests, both inside and outside the facility.
- No inappropriate behavior is allowed at the City of Weatherford facilities.
- All reservations are subject to be reviewed for current and future use.
- Renters will be assessed charges for any damage to the facility and/or equipment along with clean-up.
- All city facilities are **ALCOHOL** and **TOBACCO FREE**. This includes the parking lot and surrounding areas of both buildings.
- Firearms are not permitted in any city facility.
- It is prohibited to use any city facility as a storefront, for home-based businesses, or profit.
- If music is used in the rental, an amplified sound request is required.
- A representative of the City of Weatherford has the right to monitor the level of sound and ask the renter to turn down or discontinue the use of sound equipment if deemed necessary.
- The fire code occupancy is posted in the buildings and strictly enforced.
- Tables, chairs, and other equipment provided at each facility are not to be removed from the premises.
- If the event includes minors under the age of 21, adequate number of chaperones over the age of 21 must be present during the entire event. Otherwise, a loss of the deposit may result.
- No items such as skateboards, roller skates/blades, bicycles, bounce houses; slides, water guns or similar devices are allowed within the buildings.

## **RESERVATIONS AND PAYMENTS**

- Reservations are made by visiting the City of Weatherford, Parks, Recreation & Special Events Department, at 119 Palo Pinto Street (corner of Palo Pinto and Waco Streets), Monday – Friday, 8:00am – 5:00pm or calling 817-598-4124.
- Cherry Park and Harberger Hill Reservations can be made 6 months in advance for Saturday, Sunday, and Holiday rentals, the first day of that month, not to the specific date.
- Continuous Rentals (buildings) is only aloud 3 months at a time.
- When a reservation is made the deposit must be paid in full at the time of booking.
- Any damage to Community Building property or interests that is assessed to be greater than the amount of the deposit will be charged to the individual signing the contract.
- Forms of payments are Visa, MasterCard, or Discover card, cash, or check.

## **RENTAL TIMES / Key Pick- Up**

- Keys should be picked up on the Wednesday/Thursday before the rental or within at least 2 days prior to the rental and returned within (2) business days after reservation date or a \$25 charge will be taken from my Deposit. If the renter is unable to meet those requirements and need to make other arrangements to obtain key/return the key. Please contact Parks Office during Business Hours 817-598-4124
- It is the renter's responsibility to contact the Parks and Recreation office. If City personnel is required to unlock the facility or checkout the key for you, either for failure to pick up the key during normal business hours or due to lock-out, a \$25 after-hours charge will be assessed, \$75 during holidays.
- There is a key drop-off box at the front of the Parks and Recreation Building, placed for your convenience. Located at 119 Palo Pinto.
- Rental time includes set-up and clean-up.
- Rentals by the day are 8:00am-12:00am.
- The rental cannot conflict with any Parks, Recreation & Special Events Department scheduled uses.

## **CANCELLATIONS /CREDITS / REFUNDS**

- Cancellations must be in writing, (5) five working days or more prior to the rental date to receive a refund.
- Any cancellation notices of less than (5) five working days will result in forfeiture of any fee paid.
- If credit is given you will have ONE YEAR from date to use that credit.
- If no damages or violations are reported and the facility is left clean then the rental deposit will be refunded within 30 days

## **PROHIBITED MATERIALS & DAMAGE**

- Nothing shall be pinned, stapled, taped to fabric panels or interior walls of the Community Building. Furthermore, no event decorations or other decorative materials shall be nailed, tacked, screwed or otherwise physically attached to any part of the Community Building walls, ceiling fans, light fixtures, or floors, or within the park or parking lot area for any reason without written permission from the Community Event Planner or Center Coordinator.
- For décor purposes, we recommend limiting décor to table centerpieces or freestanding décor items. There shall be NO lighted candles or burning of incense (*with the exception of birthday cake candles and gel fuel/canned heat (Sterno) as used for catering*). NO glitter, foil confetti, glue paste, permanent markers, oils, acidic compounds, or paint of any kind. NO use of hay, straw, grass, or similar vegetation within the community center building

## **CLEANING REQUIREMENTS**

- All cleaning must be performed by the end of the rental time.
- Upon inspection, if cleaning was not performed properly, this will result of losing your deposit.
- Cleaning includes:
  - Trash emptied, including those in the restrooms and kitchen.
  - Table and chairs cleaned and stored properly in designated area.
  - Clean counter tops, appliances, and sinks.
  - Remove all food and drinks from the premises.
  - Sweep and mop all floors.
  - Turn off lights and ensure all doors are locked or secured.

## **USEFUL TIPS**

To plan a successful event, the following suggestions are given:

- The number of tables and chairs are not specified or guaranteed, so if a count is necessary before the event, a key can be acquired at 119 Palo Pinto Street, Monday-Friday, 8:00am – 4:00pm. Please provide a form of ID to check out a key to view the buildings.
- Tables are 4' X 6', easy up and easy clean top. Chairs are metal or have a Formica-type back and seat.
- Allow time during rental period to decorate and clean up before and after the event.
- Small appliances, tablecloths or sound equipment will not be provided.
- Note any unusual or suspicious activities before and after rental and notify authorities immediately.
- **MUST BE OUT OF BUILDING AT THE END OF RENTAL – NO CARRYOVERS.** Several rentals are booked each day. BE COURTEOUS.