

TEL 281-458-6764 FAX 281-458-7250

**RULES FOR USE OF THE PINE TRAILS COMMUNITY CENTER**

1.Applicants must be Pine Trails property owners and must be in good standing with PTCIA.

2. A $200 deposit is required to hold the date and must be paid by owner's personal check only.

3. Hourly rental rate payments must be paid with a money order or cashier's check.

4. No applicant may use the building for profit.

5. Applicant agrees in advance to hold PTCIA harmless from any loss or damage that may occur from those attending the applicant's function. The applicant is responsible for the actions of his or her guests.

6. Applicant agrees to forfeit rental fee if cancellation notice is not given seventy-two hours in advance.

7. ABSOLUTELY NO ALCOHOLIC DRINKS MAY BE CONSUMED IN THE COMMUNITY ROOM. If it is determined that alcohol is being used during the event, PTCIA will contact law enforcement. All participants will be escorted from the property and the applicant will forfeit the rental fee and deposit.

8. RATE: The minimum rental rate is $125 for four (4) hours. The applicant is allowed one (1) extra to organize the event and clean up after the event, for a total of five (5) consecutive hours. Rental fee is due the Wednesday before the event. Overtime is $25 per hour and must be paid in advance.

9. Hours of Availability: Monday, Tuesday, Thursday, Friday and Saturday 9am-9pm.

Wednesday 9am-6pm. And Sunday from 2:00 p.m. to 9:00 p.m.

All events MUST conclude and participants must leave the building by 9pm.

WITHOUT EXCEPTIONS

10. The monitor will be on site to open the building approximately

11. The applicant is responsible for all damages to the facilities. If the building is not in the condition that the applicant and guests found it prior to installation; A cleaning fee and/or service fee will be deducted from the deposit. The monitor can answer any questions you may have.

12.You can have music at your event. You may have a DJ at your party but you can't play the music loud or outside the building.

13. **Moonwalks without water if allowed; The owner must ensure that the Moonwalk rental company has insurance.**