



**Town of Sunnyvale**  
**Parks Department - Revised 2/13/2023**

Date received: \_\_\_\_\_

Received by: \_\_\_\_\_

**Town Hall Rental Application**  
127 N. COLLINS RD., SUNNYVALE, TX 75182

Applicant Name(s): \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Time and Date Desired: All rentals must end by 9 p.m. Set up time and break down time are included in rental time.**

Event Date: \_\_\_\_\_, 20\_\_\_\_. Time: \_\_\_\_\_ am pm to \_\_\_\_\_ am pm Hours: \_\_\_\_\_

Type of meeting or activity: \_\_\_\_\_ Total number of attendees: \_\_\_\_\_

Number of adults: \_\_\_\_\_ Number of children: \_\_\_\_\_ Total number of attendees: \_\_\_\_\_

Liability Insurance Required? Yes / No Is there a charge for participation? Yes / No Catered event? Yes / No

Are food and/or beverages being served? Yes / No **Is this your first or second rental this calendar year? 1<sup>st</sup> / 2<sup>nd</sup>**

Name of Caterer: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Tables and chairs available (to be set up by agreement holder)**

(15) 8' rectangular tables, (3) 6' rectangular tables, 100 folding black chairs

**Your rental is NOT guaranteed until confirmed and full payment is received.**  
**Failure to thoroughly clean facilities including breakdown of tables and chairs**  
**will result in forfeiture of agreement deposit.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Parks Director approval: \_\_\_\_\_ Date confirmation sent: \_\_\_\_\_  
Rental amount received: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_ Deposit: \$ \_\_\_\_\_  
Deposit amount refunded: \$ \_\_\_\_\_ Refund date: \_\_\_\_\_ By: \_\_\_\_\_  
After Hours Fee Required? Yes \_\_\_\_\_ No \_\_\_\_\_ \$ \_\_\_\_\_

**Page 2 of Agreement with:** \_\_\_\_\_

**AGREEMENT:** The signatory hereby makes application to the Town of Sunnyvale for the use of town facilities described on the reverse side of this form and certifies that the information given is correct. The signatory further states that he/she has the authority to make this application and agrees to all of the rules and regulations of the Town of Sunnyvale. The applicant agrees to exercise the utmost care in the use of town premises and property.

**EVENT RELEASE AND INDEMNITY AGREEMENT:** In consideration of the Town of Sunnyvale's acceptance of this reservation application, Applicant and Applicant's heirs, executors, administrators and assigns, forever release and discharge the Town of Sunnyvale and any and all public officials, directors, officers, employees and agents of the Town of Sunnyvale (the "Town of Sunnyvale, et al"), from any and all liability, claims, demands or causes of action that Applicant and/or attendees of the Applicant's event may hereafter have for injuries, death, or damage resulting from participating in the meeting and/or event at Town Hall for which this reservation is made. Applicant attests and verifies that Applicant assumes the risk of death or injury and that Applicant assumes and will pay medical and emergency expenses in the event of an accident, illness or other incapacity, regardless of whether Applicant has authorized such expense. Applicant further agrees that Applicant WILL NOT SUE OR MAKE CLAIM AGAINST the Town of Sunnyvale, et al for damage of losses sustained as a result of activities directly or indirectly related to the use of Town Hall. Applicant also AGREES TO PROTECT, DEFEND, INDEMNIFY AND SAVE AND FOREVER HOLD HARMLESS the Town of Sunnyvale, et al from all claims, lawsuits, judgements and costs, including but not limited to, attorney's fees, to reimburse them for any expenses whatsoever incurred in connection with any action resulting from the use of the Town Hall, EVEN IF SUCH DAMAGES AND LOSSES ARE CAUSED BY THE NEGLIGENCE, STRICTLY LIABLE ACT OR OMISSION OR OTHER FAULT OF THE TOWN OF SUNNYVALE, ET AL OR THE PUBLIC OFFICIALS, DIRECTORS, OFFICERS, EMPLOYEES, OR AGENTS OF SUCH TOWN OF SUNNYVALE, ET AL. The provisions of this paragraph are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person entity.

**CERTIFICATE OF INSURANCE:** All facility users that are required to provide event insurance shall provide evidence of General Liability Insurance for not less than \$1,000,000 combined single limit bodily injury and property damage coverage or \$500,000 per person/\$1,000,000 per occurrence property damage. The Town of Sunnyvale will be named as an additional insured by endorsement.

Smoking is prohibited in all town facilities. Alcoholic beverages are prohibited in all town facilities.

Lessee or their agents or employees shall at all times strictly comply and abide by all laws and ordinances (including federal, state, county and city) applying to or affecting the use and occupancy of town facilities.

Lessee shall be responsible for securing and costs of any personnel needed for the operation and security within the facility and it's premises as deemed necessary by the town.

A security deposit may be assessed at the discretion of the town and part or all of the deposit may be retained for failure to comply with policies of the facility.

Lessee shall not sublease or assign the permit or any portion thereof without the written permission of the town.

Occupancy capacity of this facility leased shall not be exceeded. It is the responsibility of the Lessee to ensure that the capacity posted is not exceeded. The Lessee is legally responsible for any violations of the stated capacities. The occupant load at Town Hall is based on square footage combined with the set-up of tables and chairs. **The maximum occupancy is no more than 200 persons.** Utilizing a full complement of tables and chairs, the occupancy rate is no more than 200 persons. **These numbers are established by the Sunnyvale Fire Department for your safety and approved by the Town Council.**

The Town of Sunnyvale has the right to cancel an approved request or revoke the right of the use of any town facility to any group or individual when:

- Said group or individual has shown sufficient disregard for the policies of the town,
- It is deemed necessary for the concern of the health, safety, and welfare of the user, guest, or the general public,
- Is in the best interest of the Town of Sunnyvale,
- Necessary maintenance and/or repairs must be made.

I (We) have read and understand the rules and regulations for the leasing of town facilities. I (We) understand that I (we) are responsible for any damage(s) that may occur during our lease period, and that the security deposit, in whole or part, may be forfeited to the Town of Sunnyvale if it is determined that the rules and regulations were not followed.

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Date

## GENERAL RULES AND REGULATIONS FOR TOWN HALL

- (a) The facilities are available for use by residents and staff of the Town of Sunnyvale, and by educational, civic, cultural, religious, and governmental groups based in Sunnyvale. Religious groups may use the facility for business or fellowship meetings, but **not** for repetitive religious services. A valid Texas driver's license and current water bill must be presented at the time the reservation is made, and the person making the reservation must be present at all times during the reservation.
- (b) The facility's audio and visual (A/V) system is not available for usage. Guest WIFI is available but band strength, connection and speed is not guaranteed.
- (c) Dances will not be scheduled. Dinner or reception music is allowed; however, loud recorded or live music is prohibited. The party making the reservation is responsible for obtaining all applicable and required licensing related to playing music.
- (d) Gambling is generally prohibited. Exceptions to this rule are IRS designated non-profit organizations may host a Casino Night event for charitable causes. Raffles may be held in accordance with the Charitable Raffles Enabling Act
- (e) All reservations must end on time. Rental time is defined to include **all set-up and take down time**. Events that do not end at their scheduled time will be stopped. If an event continues, despite being asked to leave due to exceeding the scheduled timeframe, law enforcement will be contacted, and the security deposit will be forfeited in its entirety
- (f) All reservations or events must be scheduled. The facilities will be opened and closed fifteen (15) minutes prior to and after the times listed in the rental agreement
- (g) Maximum occupancy of Town Hall is 200 persons, and will be enforced. This number is standing room only. This does not mean the Town will supply seating for 200 people.
- (h) All payments and deposits must be made at the time the reservation is made. No Exceptions.
- (i) A security deposit will be assessed, and part or all of the deposit may be retained for failure to comply with policies of the facility. An accounting of any adjustment to the security deposit will be made at the time the security deposit is refunded.

- (j) General liability insurance of one million dollars (\$1,000,000) may be required due to the number of participants, or the activity of the event. This will be determined by the Director of Parks & Facilities at the time the reservation is being made. If insurance is required, a certificate of insurance listing the Town of Sunnyvale as an additional insured, must be presented to the Utility Clerk at least one (1) week prior to the scheduled event
- (k) The Director of Parks & Facilities will be the point of contact for events planned in and on the premises of Town Hall. Reservations may be made Monday – Friday from 8 a.m. – 5 p.m., and the facilities may be viewed by appointment with Town staff Monday – Friday from 9 a.m. – 4 p.m.
- (l) The Town of Sunnyvale reserves the right to cancel use of the facilities in the event of a Town emergency, or any other compromise of the facility. Should this occur, all monies collected for the reservation will be refunded
- (m) (15) 8’ rectangular tables, (3) 6’ rectangular tables, 100 folding chairs (property of the Town of Sunnyvale) will be provided as needed, but must be arranged at the time of the reservation
- (n) All set-up and takedown is the responsibility of the user. No Town staff will be involved in this process. All tables used for serving food or dining must be appropriately covered, and no furnishings may be removed from the facility
- (o) The facility may be decorated, however, no nails, push pins, tacks, staples, tape, adhesives or objects may be attached to walls, ceilings, windows, or any other permanent fixtures of the facility. Crepe paper must be water soluble. No “silly string”, straw, or hay is allowed inside the facility. Balloons may be filled with air or helium, but must be removed at the end of the reservation. Bubbles, birdseed, rose petals, and other similar materials are restricted to parking areas only. Rice and/or fireworks are prohibited
- (p) All decorative materials must be flameproof. With permission, Sterno canisters may be used to keep food warm.
- (q) Please do not drag objects or furniture on floors so as to damage the flooring in any way
- (r) Do not remove any equipment, decorations or furniture from the facility

- (s) ***Do not*** use the kitchen for cooking or preparing food items. All food should be prepared off-site in accordance with rules and regulations for caterers (See Caterers and Kitchen Use Rules)
- (t) In case of weather that may generate muddy conditions, facility users should take precautions to restrict the tracking in of mud, moisture or associated materials that will damage floors
- (u) Children should be supervised at all times, at a ratio of one (1) adult per ten (10) children under the age of eighteen (18).
- (v) The use of alcohol or tobacco products is prohibited on Town property. If evidence of alcohol or tobacco products are found on the premises, the security deposit will not be refunded, and future rentals will not be allowed.
- (w) No animals are allowed within Town Hall or on the property, other than certified service animals and/or guide seeing-eye dogs.
- (x) Parking areas provide for eighty-five (85) vehicles, of which four (4) are handicap accessible. Parking on or along Collins Road, in fire lanes, or grass areas is prohibited. Additional parking may be available at Town Center Park, but must be requested at the time of the reservation
- (y) All decisions with regard to the Town Hall reservation policy are the responsibility, and at the discretion of the Town Manager and his/her designee
- (z) Groups, organizations or individuals may rent the Town Hall Council Chambers no more than twice (2) per calendar year. January 1 – December 31 during the year of the rentals.
- (aa) Town Hall Council Chambers rentals will not be allowed on nights/days preceding Town meetings or during normal business hours (8:00 AM – 5:00 PM, Monday through Friday) unless the renter is a Town partner. (Garden Club, SISD or Chamber of Commerce)
- (bb) For Town Partners, (Garden Club, SISD and Chamber of Commerce) the rental fee and deposit will be waived. The cleaning fee will be charged.
- (cc) Rentals must be scheduled in advance so as not to interfere with Town business or meetings. Payment of all fees is required at the time the rental is being made. The facility will be inspected for any damages after the completion of the rental. If no damages or

additional charges exist, the security deposit will be refunded within thirty (30) days. If a rental is cancelled or changed prior to a week before the scheduled event, a full refund of the security deposit will be granted. If the cancellation or change occurs less than a week prior to the scheduled event, forty (\$40) dollar fee will be assessed.

## **RULES AND REGULATIONS FOR CATERERS AND KITCHEN USE**

- All food must be prepared prior to the event. There are no cooking facilities. The use of the kitchen or refrigerator is strictly prohibited. The use of Town supplies such as coffee, creamer, sugar, plates, silverware, cups, and paper goods is strictly prohibited. Usage of prohibited items will result in the loss of the security deposit. There is no cooking on the porch or back deck area.
- (15) 8' rectangular tables, (3) 6' rectangular tables, 100 black folding chairs (property of the Town of Sunnyvale) will be provided as needed, but must be arranged at the time of the reservation. All set-up and takedown is the responsibility of the user. No Town staff will be involved in this process. All tables used for serving food or dining must be appropriately covered, and no furnishings may be removed from the facility
- You must bring your own cleaning supplies and equipment in addition to paying the non-refundable cleaning fee
- All spillage of beverages and/or food must be mopped and cleared immediately to avoid injuries to staff, guests, or Town finishes. Renter must supply their own cleaning materials.
- Caterers are responsible for removing all trash used to serve food. All trash is to be deposited in the dumpster provided in the rear of the building by the reserving parking
- A vacuum cleaner will be provided for floor cleaning before departure
- The renter's catering area shall be left clean with floors swept/mopped and all trash removed. The facility must be left clean, and in the same condition it was found
- Food or food by products shall not be disposed of in the sink
- Failure to abide to the rules and regulations may result in a forfeiture of the security deposit, and being barred from future events for one year from the date of the violation

**Hours for Rental:**

(a) The hours for rental of Town Hall shall be 6 p.m. to 9 p.m. Monday through Friday, on Saturday from 8 a.m. to 9 p.m., and on Sunday from 12 p.m. to 5 p.m.

**Fee Schedule:**

(a) The fee schedule is as follows: Fees are not waived for any renter with the exception of Town partners. (Garden Club, SISD and Chamber of Commerce).

<b><i>Town Hall Rental Fee Schedule</i></b>	
<b>Lessee</b>	<b>Fees</b>
General Requirements	\$350 Security Deposit (refundable) \$150 Cleaning Fee (non-refundable) \$140 Facility Rental Fee (up to 3 hours) \$40 Facility Rental Fee (for each additional hour)
501c3 and Sunnyvale HOAs	\$150 Cleaning Fee (non-refundable) \$140 Facility Rental Fee (up to 3 hours) \$40 Facility Rental Fee (for each additional hour)
Town Partner – SISD, Garden Club and Sunnyvale Chamber Of Commerce	\$350 Security Deposit (refundable) \$150 Cleaning Fee (non-refundable) \$140 Facility Rental Fee (up to 3 hours) \$40 Facility Rental Fee (for each additional hour)