

# HOUSTON COMMUNITY IMPROVEMENT ASSOCIATION

## HALL RENTAL RATES

SEATING CAPACITY: 275

Effective Date: July 1<sup>st</sup>, 2020

Rental Agent Phone Number: 1-937-419-4197

### MEMBER TYPES:

**Non-Member:** Does not have a Membership or valid Membership

**Members:** Valid Membership (2 years paid membership (current & previous year)

\*Must also be "In Good Standing" by supporting an event or activity over past 2 years.

\*\*Unmarried or under age 21 children living at home or away also qualify for this rate

**Silver Members:** Provide support to HCIA sponsored events (8-16 hours)

**Platinum Members:** Provide support to HCIA sponsored events (16 hours and up)

\*Trustees and Officers automatically qualify for Platinum Membership Level.

**Please Note:** Trustees have final determination on Membership Status & Level.

**NOTICE:** IF YOU RENT FOR A NON-MEMBER AT MEMBER'S RATE, YOUR NEXT RENTAL WILL BE AT THE NON-MEMBER RENTAL PRICE and YOU WILL LOSE YOUR DEPOSIT!

Any Trustee can check any rental for compliance to the rental agreement and to Houston Community Improvement Association's rules. Our rental agent represents the HCIA Trustees and does not set the rates or the rules. If you have any questions concerning rental or special rental rates, the concerns **must** be voiced at a Trustee Meeting. Meetings held monthly on the first Wednesday, starting at 7pm, at the rental hall, unless otherwise noted.

\*\*Refer to the HCIA Hall Rental Rate Details and Checklist for more information.

**IMPORTANT:** EACH RENTAL CONTRACT MUST BE ACCOMPANIED BY A DEPOSIT

### WEDDING / ANNIVERSARY PARTIES:

Members	\$250.00 rental	\$100.00 deposit	_____
Non-Member	\$350.00 rental	\$150.00 deposit	Lessee

**Note:** Non-Members can rent 24 months in advance, Members 26 months in advance, Silver Members 28 months in advance, & Platinum Members 30 months in advance.

**Example:** (\$150.00 (deposit) paid with reservation, \$350.00 (rental) paid when the keys are picked up, \$150.00 (deposit) will be refunded, if the hall is cleaned properly and all other conditions of the contract are met, the month following the rental.)

### GATHERINGS:

Members	\$100.00 rental	\$50.00 deposit	_____
Non-Members	\$125.00 rental	\$75.00 deposit	Lessee

**Note:** Non-Members can rent 12 months in advance, Members 14 months in advance, Silver Members 16 months in advance, & Platinum Members 18 months in advance.

### KITCHEN MEETING: (10 or less people, usually less than 2 hours)

Members:	\$35 rental and \$10.00 deposit	_____
Non-Members	\$45.00 rental and \$10 deposit	Lessee

\*Kitchen use **is not** included!

### ADDITIONAL FEES:

**Contracts subject to trustee approval** Use of hall prior to the rental- \$75.00 per day.

# **HOUSTON COMMUNITY IMPROVEMENT ASSOCIATION** **HALL RENTAL RATE DETAILS & CHECKLIST**

**Qualifying Events:** Trustee, Officer, Fundraiser Dinners, Fair Food Booth, Building Improvement, Maintenance, etc., as determined by the Trustees.

**Expiration:** Membership rates are good for 1 rental per year. Additional rentals will be at the Non-Member rate.

**Effective Period:** Special rates will be in effect from July 1<sup>st</sup> to June 30<sup>th</sup>.

**CANCELLATIONS:** If the rental is cancelled, deposits may be refunded with notice of cancellation per below. Any exception must be approved by the Trustees.

\*6 months in advance → Weddings, Holiday Parties, Graduation Parties (May thru June only)

\*2 months in advance → Gathering Rental

\*1 month in advance → Kitchen Rental

## **CHECKLIST FOR HOUSTON COMMUNITY IMPROVEMENT ASSOCIATION RENTALS**

\_\_\_\_\_ Are there any tables damaged? If so, how many? \_\_\_\_\_

\_\_\_\_\_ Are there any chairs damaged? If so, how many? \_\_\_\_\_

\_\_\_\_\_ Are there any window blinds damaged? If so, how many? \_\_\_\_\_

\_\_\_\_\_ Is the woodwork damaged? If so, where at? \_\_\_\_\_

\_\_\_\_\_ Are the lights turned off inside the building?

\_\_\_\_\_ Are the lights turned off outside the building?

\_\_\_\_\_ Are the doors locked?

\_\_\_\_\_ Is the thermostat returned to the setting marked on the control box?  
(\$25.00 charge if thermostats not returned to marked settings and if doors are propped open during event)

\_\_\_\_\_ Are the floors mopped with COLD WATER ONLY?

\_\_\_\_\_ Has the trash been removed from the building and placed in the appropriate container?

\_\_\_\_\_ Are the bathrooms clean, trash removed, lights off?

\_\_\_\_\_ Is the outside of the building and parking lot clear of trash?

\_\_\_\_\_ Are the stovetops clean? If not please clean!!!

\_\_\_\_\_ Are the ovens clean? If not please clean!!!

\_\_\_\_\_ All food removed from the refrigerators and freezer? Are the refrigerators and freezer clean? \_\_\_\_\_

\_\_\_\_\_ Are all dirty towels in the sink?

Other Comments / Concerns / Feedback for the Trustees? \_\_\_\_\_