

HOUSTON COMMUNITY IMPROVEMENT ASSOCIATION HALL

RENTAL RATES

SEATING CAPACITY: 275

Effective Date: April 3rd, 2024

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

MEMBER TYPES:

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

Member: 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 Member: Provide support to HCIA sponsored events (8-16 hours)

Platinum Member: 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 A MEMBER 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:

Member	\$250.00 rental	\$200.00 deposit	_____
Non-Member	\$500.00 rental	\$300.00 deposit	Lessee

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

Example: (\$300.00 (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:

Member	\$100.00 rental	\$50.00 deposit	_____
Non-Member	\$175.00 rental	\$75.00 deposit	Lessee

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

ADDITIONAL FEES:

Use of hall prior to the rental- \$75.00 per weekday. Normal rental rate for weekend day.

Contracts subject to trustee approval

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 good for 1 rental per yr. Additional rentals at Non-Member rate.

Effective Period: Special rates will be in effect from July 1st to June 30th.

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

Yes/No	Item(s)
	Any chairs damaged? If so, how many?
	Any tables damaged? If so, how many?
	Any woodwork damaged? If so, where?
	Any walls damaged?
	Any plumbing issues?
	Any electrical issues?
	All bathrooms cleaned? (i.e. Trash removed, lights off, etc.)
	All the stovetops cleaned? If not please clean!!!
	All ovens cleaned? If not please clean!!!
	All food removed from the refrigerators and freezer?
	All refrigerators and freezer cleaned?
	All tables and chairs cleaned?
	All mats and carpeted areas vacuumed?
	All floors swept?

	All floors mopped? (Use Cold Water “Only”. Do not use any chemicals, soap, etc.)
	All trash removed from the building and placed in the appropriate outside recycling & trash bins?
	Is the outside of the building and parking lot clear of trash?
	All dirty towels placed in the sink?
	All lights turned off inside the building?
	All lights turned off outside the building?
	All doors locked?
	Has thermostat been returned to the setting marked on the control box?
(\$25.00 charge if thermostats not returned to marked settings or if doors are propped open during event)	
<u>Comments / Concerns / Feedback for the Trustees:</u>	