



City of Rockdale, Texas

George Hill Patterson Community Center
Reservation form

I hereby acknowledge receipt of the Rules and Regulations for the George Hill Patterson Community Center (Civic Center) and accept responsibility for the adherence to the rules. **Lessee must be at least 21 years of age and provide a Texas Driver's License or Texas I.D. along with this reservation form.** Facility rental payment must be made at least 7 days prior to the date of the event. A deposit is required at the time of reservation request and will be refunded if the facility is left undamaged and clean after the event.

Lessee Name (print): _____ Date: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____
Email: _____ DL/ID# _____

Lessee signature: _____

Type of Event: _____

Date of Event: _____ Time of Event: _____

Check all that apply:

- Deposit—\$250
- Full Day—\$425
- Half Day—\$300 (select one below)
 - 6 AM to 12 NOON
 - 12 NOON to 6 PM
 - 6 PM to 12 MIDNIGHT
- Decorating—day prior (after 6 PM)—\$150
- Clean Up—day after (return key by noon)—\$150
- Sound System rental—\$50
- Non-Profit (as certified by the IRS) —1/2 adopted fee
- Facility Use Monday—Thursday—1/2 adopted fee
- Continuous Use (6 mth min, 4 hr max) —\$250/month

FOR CITY USE ONLY

Request Received by: _____ Date: _____

DEPOSIT:

Amount due \$ _____
Paid on _____
Method _____

RENTAL FEES:

Amount due \$ _____
Due by _____
Paid by _____
Method _____

SPECIAL INSTRUCTIONS:

Key Returned—date: _____ time: _____

Post Event Inspection by: _____ on _____

DEPOSIT REFUND: NO YES—Amount due \$ _____