

**MOUNT PLEASANT SCHOOL RENTAL POLICY**  
**213 Raymond George Way, Weatherford, TX 76086**  
**After Hours – Weatherford PD, non-emergency (817) 598-4300**

**DESCRIPTION OF RENTAL**

- The Mount Pleasant School is ADA compliance, two-room facility with restrooms located at 213 Raymond George Way.
- Each room within the facility can seat up to 50 people in each room and will be used for meetings only.
- The number of tables and chairs provided are not guaranteed.
- Private - An hourly rate of \$20/hour will apply to rental timeframe at this facility.
- Non-Profit - An hourly rate of \$5/hour will apply to rental timeframe at this facility.
  - Proof of Non-Profit status required (Copy of following: 501(3)c, IRS letter, Charter)
- Rentals will be from 8am – 8pm only.
- No kitchen facilities are available at this facility.
- **Alarm system is active with entry/exit only within specific rental timeframes.**

**GENERAL RENTAL INFORMATION**

- It is prohibited to use any city facility as a store-front, for home-based businesses, or profit.
- Firearms are not permitted in any city facility.
- Renters will assume full responsibility and all liability during the use of the building for any actions of themselves or their guests, both inside and outside the facility.
- If music is used in the rental, **an amplified sound request is required.**
- A representative of the City of Weatherford has the right to monitor the level of sound and ask the renter to turn down or discontinue the use of sound equipment if deemed necessary.
- The fire code occupancy is posted and strictly enforced.
- All city facilities are **ALCOHOL** and **TOBACCO FREE**. This includes the parking lot and surrounding areas of both buildings. Violators may forfeit their deposit for non-compliance.
- Cancellations must be made a minimum of five (5) business days prior to the rental date in order to receive a full refund of all fees and must be in writing.
- Tables, chairs, and other equipment provided at each facility are not to be removed from the premises.
- **Decorations are prohibited.**

**RESERVATIONS AND PAYMENTS**

- Reservations are made by visiting the City of Weatherford, Recreation Department, at 119 Palo Pinto (corner of Palo Pinto and Waco Streets), Monday – Friday, 8:00am – 5:00pm or calling 817-598-4124.
- Rental Reservations can be made (1) year in advance, the first working day of that month.
- When a reservation is made an **immediate reservation payment of \$50.00 is due**. This reservation fee will hold the date on the reservation calendar and will be applied to the total rental rate.
- Forms of payments are Visa, MasterCard, or Discover card; cash or check.

## **RENTAL TIMES**

- Keys should be picked up **the Wednesday before the rental date, but no later than Friday NOON before rental date (Unless a HOLIDAY observed by the City of Weatherford)**
- Rental time includes set-up and clean-up.
- Rentals Sunday through Saturday must end no later than 8:00pm, including clean-up times.
- The rental cannot conflict with Parks and Recreation scheduled uses.
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## **CLEANING REQUIREMENTS**

- All cleaning must be performed by the end of the rental time; otherwise additional rental hours will be charged or a cleaning fee will be assessed.
- Cleaning includes, but not limited to:
  - Trash emptied, including those in the restrooms.
  - Table and chairs cleaned and stored properly in designated area.
  - Clean surfaces used.
  - Remove all refreshments from the premises.
  - Clean all floors.
  - Turn off lights and ensure all doors are locked or secured.

## **USEFUL TIPS**

- The number of tables and chairs are not specified or guaranteed.
- Tables are 2' X 6', easy up and easy clean top. Soft seating chairs with arms are available.
- Allow time during rental period to clean up before and after the event.
- No small appliances, table cloths or sound equipment is available to rent.
- Note any unusual or suspicious activities before and after rental and notify authorities immediately.