GREY FOREST COMMUNITY CENTER (GFCC)

18249 Sherwood Trail, Grey Forest, TX 78023
www.greyforest-tx.gov

Rental Use Application & Agreement

Renter's Information

Check one of the following: _____ Resident _____ Non-Resident _____ Employee*

Date of Rental: _____Time: _____ or _____ All Day

Renter's Name: _____

Phone Number: _____

Organization (if applicable): _____

Email Address: _____

Mailing Address: _____

Purpose of Rental: _____

Property: Grey Forest Community Center located at 18249 Sherwood Trail, Grey Forest, Texas 78203

Rental Fees & Deposit

All payments are due at the time of the reservation.

Rental Fee: _____ **Deposit:** _____ **Date Paid:** _____

Admin: Please circle the appropriate rental and deposit fees:

- **City Government Activities & Meetings** (Examples: Meetings: City Council, City Boards, Contracted Classes, Holiday Functions, Potlucks, GFPD, EDS 8, Helotes PD/FD, First Responders Training, etc.)
    - Rental Fee: $0 (Cleaning is the responsibility of the sponsor)
    - Employee is defined as an active City of Grey Forest or ESD 8 – administrative staff, public works, police, firefighters, first responder
- **Grey Forest Resident/Employee Sponsored Weekday Short Meetings (short day meeting only permitted on weekdays).** Grey Forest residents or employee renting must be present at the gathering.

    - Rental Fee: $5 per hour (2-hour minimum with a 6-hour max)
    - No deposit, however, Short Meeting rentals are still subject to follow the cleaning rules stated in the rental agreement and if any damage occurs the renter will be responsible for the financial cost of repairs and may be subject to future deposit.
    - See below for full day rentals
- **Grey Forest Resident/Employee, Weekday 6 plus hours or Weekend/ Holiday rental** (Grey Forest resident or employee renting must be present at the gathering) (Following City Holiday Schedule)
    - Rental Fee for Weekdays or more than 6 hrs: $40
    - Rental Fee for Weekends/Holidays: $50 (These rentals are all day and limited to 6 per calendar year)
    - Deposit: $75 (Online payment available)
- **Non-Resident (Limited to six rentals per calendar year per household/organization)** (Following City Holiday Schedule)
- Rental Fee Weekend/Holiday: $450
    - Rental Fee Weekday: $350
    - Deposit: $150 (Online payment available)
- **Non-Profit Organization (Proof of 501(c)(3) required, 6 rental per calendar year per household/organization)**
    - Rental Fee: $200
    - Deposit: $75 (Check, Cash, Money Order)

Cleaning fees/damage deposit will be refunded after the event if the GFCC Director or designee verifies that all rental terms have been followed. Renters are responsible for any damage beyond the deposit amount.

Agreement & Acknowledgment

Before signing this application, please read the GFCC Rental Agreement and initial next to each statement below.

_____ I have read, understand, and agree to the **ALCOHOL AND NOISE ORDINANCE**.

_____ I have read, understand, and agree to abide by the **RENTAL INFORMATION AND POLICIES**. I am responsible for ensuring that my guest care for walls, woodwork, and other features of the facility as described and abide by all other rental terms.

_____ I acknowledge that I am responsible for thoroughly cleaning the **GFCC** after use. I understand that my cleaning deposit is only refundable if/when the facility and grounds have been inspected and passed by the GFCC Director or designee.

_____ I understand that if damages exceed the deposit amount, I am financially responsible for the full cost of repairs.

Renter's Signature: _____ **Date:** _____

Authorized Agent Signature: _____ **Date:** _____

For Office Use Only

- Rental Fee Amount: $_____ Payment Method: *Cash Credit Card Check #*_____
- Cleaning/Damage Deposit:
  $_____ Payment Method: *Cash Credit Card Check #*_____

- Date Application Received: _____Posted to Calendar: _____ Yes _____ No
  Posted to Tracking Sheet: _____ Yes _____ No

Rental Information & Policies

How to Rent & Pay:

1. Check availability on the **City of Grey Forest website**: GFCC Calendar
2. Complete and print this application.
3. Submit the rental agreement and payment (rental fee & deposit). Online payment is preferred.
4. Payments must be in two separate transactions (rental fee and deposit).
5. Drop off/mail payments to: Grey Forest City Hall, 18502 Scenic Loop Road, Grey Forest, TX 78023. A 24-hour drop box is available outside City Hall, make checks payable to City of Grey Forest. Pay online **www.trafficpayment.com**.
6. Cancellations must be made at least 72 hours prior to rental for a refund. Email cancellation requests to: **asstcitysecretary@greyforest-tx.gov**.
7. Rental period: **7:00 AM - Midnight**. This includes setup, event, and cleanup.
8. The GFCC does not restrict public use of surrounding recreational facilities, except as mentioned under the “Additional Policies”.
9. **Indoor capacity:** 74 guests. Outdoor areas may accommodate additional participants. Please limit your gathering to no more than 100 participants using the additional room on the front porch and grounds around the GFCC to handle overflow.

Decorating Guidelines:

- Do not use nails, staples, thumbtacks, or adhesive materials on walls or woodwork.
- 3M Command Hooks are allowed but must be completely removed after use.
- Hooks are in place around each of the windows for your use.

Cleaning Responsibilities:

- Renters must clean the facility after use.
- Failure to clean properly may result in forfeiture of the cleaning/damage deposit.

- Cleaning instructions are posted in the kitchen area.

Liability Waiver and Indemnification:

- Renter hereby voluntarily signs the Agreement, fully waiving and releasing City, its officers, employees, and representatives from any and all claims, demands, liabilities, suits and causes of action, or potential causes of action, for any compensation or damages by third parties who are invitees or persons from the public related to the Purpose of Rental conducted by Renter that will take place upon the community center on _____, for liability regarding personal injury, death or property damage or loss that may result for the Property on the dates specified herein. I agree that this acknowledgement of the Agreement is to be broadly interpreted.

- Indemnity. **TO THE FULLEST EXTENT PERMITTED BY LAW, RENTER AND ANY SUBCONTRACTOR RETAINED BY RENTER SHALL INDEMNIFY AND HOLD HARMLESS CITY OF GREY FOREST ("CITY"), EACH CITY COUNCIL MEMBER, OFFICER, EMPLOYEE OR AGENT OF EITHER ENTITY (CITY AND ANY SUCH PERSON BEING HEREIN CALLED AN "INDEMNIFIED PARTY"), FOR, FROM AND AGAINST ANY AND ALL LOSSES, CLAIMS, DAMAGES, LIABILITIES, COSTS AND EXPENSES (INCLUDING, BUT NOT LIMITED TO, REASONABLE ATTORNEYS' FEES AND COURT COSTS) TO WHICH ANY SUCH INDEMNIFIED PARTY MAY BECOME SUBJECT, UNDER ANY THEORY OF LIABILITY WHATSOEVER ("CLAIMS"), INSOFAR AS SUCH CLAIMS (OR ACTIONS IN RESPECT THEREOF) RELATE TO, ARISE OUT OF, OR ARE CAUSED BY THE USE OF THE PROPERTY BY RESPONSIBLE PARTY IN THE PERFORMANCE OF THE ACTIVITIES UNDER THIS AGREEMENT. THE AMOUNT AND TYPE OF INSURANCE COVERAGE REQUIREMENTS SET FORTH HEREIN SHALL IN NO WAY BE CONSTRUED AS LIMITING THE SCOPE OF THE INDEMNITY IN THIS SECTION.**

Renter must provide notice of the indemnity language and the terms of this agreement to any Subcontractor retained by Responsible party.

Additional Policies:

- Park only in designated areas. ADA parking is available.
- No overnight stays unless pre-approved by the Grey Forest Community Board and City Council.
- Renters violating rental terms may be denied future rentals.
- Smoking, including e-cigarettes, is not allowed inside the GFCC, on the porch or the grounds.
- Open fires are not allowed anywhere on the GFCC property (gas or charcoal)
- WI-FI is not available at this facility.

- We reserve the right to refuse future rentals of the GFCC to any applicant who violates the rental terms.
- No water Activities will be allowed.
- Inflatable bounce house is allowed but MUST be picked up at the end of rental time.

Frequently Asked Questions:

- The GFCC is comprised of a main room (approximately 1100 square feet empty), kitchen, restrooms, covered front porch and parking area.
- The following items and facilities are available for the renter's use:
    - The maximum number of people allowed inside as per the Certificate of Occupancy is 74.
    - Ten –(8 foot) tables, One (6-foot) table, One – small wooden top rectangle table.
    - 40 Folding chairs plus 16 turquoise padded banquet style straight back chairs. Please do not stack blue chairs more than 5 high.
    - Air conditioning and heating
    - Kitchen equipped with sink, microwave, refrigerator/freezer, electric range/oven and some assorted kitchen utensils/gadgets. There is one kitchen trash can with one liner along with a recycling bin and one roll of paper towels.
- Two unisex restrooms with one restroom designated for handicap use
    - Included for the use in each restroom
    - One roll of toilet paper, one roll of paper towels
    - Trash can with one liner
    - Note- there are no changing tables in the restrooms
- Main room trash can – One large trash can with one liner
- Facility trash cans (outdoors, on the tennis court side of the building) – Two large, covered bins
- Handicap parking (two parking spots) and ramp to the building and handicap ramp and accessible doorway into the main room
- During major holiday celebrations (e.g., Easter, Halloween, Christmas) the main room may be already decorated for the appropriate season
- City Holidays Observed: Christmas Eve, Christmas, New Years, Martin Luther King Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day.

Alcohol & Noise Ordinances:

- Alcohol consumption is limited to the community center building, porch, and within **60 feet** of the building.
- Noise must be kept at reasonable levels per **City Code Article 8.03**.

- Violations may result in fines and/or termination of rental privileges.

For the full City of Grey Forest Ordinances, visit: City Code

Paying with Credit Card: www.trafficpayment.com, Grey Forest, TX, payment type **Misc./Rental Fees**

Speed limits in Grey Forest are strictly enforced.

For questions, email: **asstcitysecretary@greyforest-tx.gov**

Other Important Information:

Emergency Information:

- **For life-threatening emergencies, dial 9-1-1.**
- Grey Forest Police **210-695-3261 ext. 3**
- Fire Department non-emergency: **210-695-5033**
- Bexar County Dispatch**: 210-695-3000**
- Facility Contact: **Madeline McCloskey 210-913-2548**

Grey Forest Community Center (GFCC)
18249 Sherwood Trail
Grey Forest, Tx 78023

Directions

Grey Forest Community Center 18249 Sherwood Trail, Grey Forest, TX 78023

From Bandera Road and Loop 1604:

Proceed on Highway 16 North (Bandera Rd) outside of Loop 1604 approximately 2.6 miles through Helotes to Scenic Loop Rd. There is a traffic light at Scenic Loop Rd. Turn RIGHT onto Scenic Loop Rd and proceed approximately 2 miles to Sherwood Tr. You will see mailboxes and City Hall on your right-hand side. Turn RIGHT onto Sherwood Tr.

From Boerne of IH-10 via Scenic Loop Rd:

From whatever point get to Scenic Loop Rd and proceed on Scenic Loop Rd towards Helotes to the City of Grey Forest City Hall (corner of Scenic Loop and Sherwood TR). Turn LEFT onto Sherwood Tr.

BE SURE TO OBSERVE THE SPEED LIMIT IN GREY FOREST.

GFCC area and follow the road to the GFCC Building.

