

**DURHAM PARK ASSOCIATION
MAINTENANCE COMMITTEE
POLICY AND APPLICATION FORM FOR BUILDING USE**

Availability: This facility may be used at no charge by all current Durham Park Association members in good standing with their Assessments. Non-members may rent the facilities.

Usage fees: A \$50.00 fully refundable cleaning deposit is required for ALL events. Non-members may use the building for \$25.00 per hour or 10% of fees charged per event, whichever is greater. The cleaning deposit will be fully refunded if the building is left in satisfactory condition.

No smoking is allowed inside the Community Building.

A portable restroom facility will need to be provided if more than 30 people will be using the building for 2 or more hours.

Events for which a fee is to be charged or alcohol is to be sold must have prior proof of insurance provided by the person who is holding the event, together with proof of any licensing or permits as may be required by law.

Scheduling an event: Contact maintenance@durhampark.info to verify availability and to schedule an event.

Building use checklist:

1. Provide your own single-ply septic safe toilet paper.
2. Wipe down and arrange chairs and tables as you found them.
3. Sweep/mop as necessary.
4. Empty trashcans and re-line. Take trash bags to the dumpster located in the parking lot.
5. Turn off the hot water heater by turning off the power strip.
6. Turn off all lights and heat/air conditioning.
7. Lock all doors. INCLUDING THE EXTERIOR & INTERIOR BATHROOM DOORS.
8. Return key to Maintenance Committee to receive deposit check.

Complete and return form to:

Durham Park Association
800 Glasscock Rd.
Liberty Hill, Texas 78642

Or Email to: maintenance@durhampark.info

Signature: _____ Date: _____

Date of event: _____ Start time of event: _____ End time: _____

Type of event: (ex. Graduation, Birthday, etc.) _____

Member's Address: _____

Email: _____ Contact #: Cell: _____

For DPA Use only

Check deposit received: _____ Check deposit returned: _____