

INDIAN HARBOR OWNERS ASSOCIATION

801 W. APACHE TRL. GRANBURY, TEXAS 76048 (817) 279-7007

RULES FOR RENTING TEEN CENTER

The person authorized to rent the Teen Center **must be an Indian Harbor resident/owner** and **must be in attendance during the entire rental period.**

This person is also responsible for any and all damage occurring during the rental period. If you are a first time user of the Teen Center and are unfamiliar with the location of lights, we ask that you request a walk through with Security. As a reminder of what needs to be done, a check list is provided for your convenience.

- When using the air conditioner, set temperature to a comfortable setting. (78 degrees). Heater at (68 degrees).
- Clean food from all tables and chairs.
- Vacuum the carpet or use the carpet sweeper if necessary.
- Do not use any tacks, staples, nails, or screws to hang decorations or signs. Use tape or other non destructive adhesive.
- Check to see that all decorations are taken down and removed.
- When leaving, check to see that the restrooms are clean, all toilets have been flushed, and lights have been turned out in the restrooms.
- Turn the air conditioner or heater to the “Off” position, unless instructed to leave the heater at “low” setting to prevent freezing inside the building.
- All tables and chairs must be put back where they belong.
- Turn off the ceiling fans and lights inside and outside.
- Lock all doors that have been unlocked. (Including Side entry doors.)
- Fire code capacity 30.

- Return the keys to the security office by 9:00 A.M. the following morning.
- Your \$150.00 clean up deposit will not be refunded until after your function so the Teen Center can be properly inspected for approval of your refund. Security will check the Teen Center after your rental date. The office will mail your deposit to the address below within five to ten business days pending the inspection.

I have read the above guidelines and agree to abide by them.

Signature	Date			
Printed Name	Rental Date			
Address				
City,	State,	Zip	()	Phone

Copy Receipt Here

**Keep this paper as you proof of rental.
On the day of rental you must show this
to the security office to get the key.**

We hope that you enjoy the use of the Teen Center.