



City of Rockdale, Texas
George Hill Patterson Community Center
Reservation Form

I hereby acknowledge receipt of the Rules and Regulations for the Civic Center and accept responsibility for the adherence to the rules. **Lessee must be 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 30 days prior to the date of the event. A deposit is required at the time of the reservation request and will be refunded if the facility is left undamaged and clean after the event. To receive a full deposit refund, written notification of cancellation must be provided at least 3 months prior to the date of the event.

Lesse 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

<input type="checkbox"/> Deposit \$250	<input type="checkbox"/> Decorating day prior (after 6PM) \$150	<input type="checkbox"/> Clean Up day after \$150 <i>(Return Key by NOON)</i>
<input type="checkbox"/> Full Day- \$375 (Mon-Thurs)	<input type="checkbox"/> Professional Cleaning Service \$150	
<input type="checkbox"/> Full Day- \$650 (Fri-Sun)	<input type="checkbox"/> Non-Profit (IRS Certified)- ½ adopted fee	
<input type="checkbox"/> Half Day- \$200 (Mon-Thurs)	<input type="checkbox"/> Continuous Use (6 Month min, 4 hr max) \$250/month	
<input type="checkbox"/> Half Day- \$400 (Fri-Sun) <i>Select one below</i>		
<input type="checkbox"/> 6 AM to 12 NOON		
<input type="checkbox"/> 12 NOON to 6 PM		
<input type="checkbox"/> 6 PM to 12 MIDNIGHT		

FOR CITY USE ONLY

Request Received by: _____ Date: _____

EVENT FEES:

Total Amount \$ _____ Due by _____

Deposit Amount \$ _____ Paid on _____

Cleaning Service \$ _____

Paid by _____

Method _____

Key Returned: DATE: _____ Time: _____

Post Event Inspection by: _____ Date: _____

DEPOSIT REFUND: NO YES, Amount due \$ _____

Comments: