



**Balch Springs Library – Learning Center  
 Dr. Larry “T-Byrd” Gordon Theatre & Classroom Rental  
 Agreement  
 City of Balch Springs**

The Balch Springs Library – Learning Center, City of Balch Springs, located at 12450 Elam Rd., Balch Springs, TX, 75180 hereby grants Customer (hereinafter called the “Lessee”) or designated representative, permission to use the facilities outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.  
**Reservations will only be accepted from persons 21 years of age or older.**

**A reservation is not confirmed until a fully executed Rental Agreement and deposit have been received by the library. Full payment must be received 7 days prior to the event date or the deposit will be forfeited and reservation will not be guaranteed.**

**LESSEE INFORMATION:**

Print Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Today’s Date \_\_\_\_\_

Email address \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apartment # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Driver’s License Number: \_\_\_\_\_

**\*MUST BE VALID ID (ATTACH COPY OF LICENSE)**

Requested reservation date \_\_\_\_\_ Time requested \_\_\_\_\_

Room requested (check one): THEATRE \_\_\_\_\_ CLASSROOM \_\_\_\_\_

Is sound or projector equipment needed? (check one) YES \_\_\_\_ NO \_\_\_\_

If yes, what type of equipment? \_\_\_\_\_

## **Dr. Larry "T-Byrd" Gordon Theatre & Classroom Reservation Information**

The following rules apply to the Larry "T-Byrd" Gordon Theatre and Classroom rental. Please read through each section and sign the last page verifying that you understand and agree with this rental agreement.

1. The theatre or classroom may be rented out by the hour with the following restrictions: no religious services or affiliation; no political campaign activities.
2. Sub-leasing is not allowed.
3. Must be 21 years of age or above to rent rooms.
4. Reservations are taken on a first come-first serve basis. Library programs take precedence over rentals.
5. Reservations can be made in person at the library during regular business hours, Monday through Friday, 10:00 a.m. to 5:00 p.m. Reservations will not be taken on weekends.
6. The Library has first priority over the use of the facility.
7. Alcoholic beverages are not allowed on the premises.
8. Lessee and their guests are only allowed to use the facilities for which they have paid (IE theatre does not give access to classroom). Using other parts of the library during rental period must be approved by the Library Director.
9. No more than 110 people are allowed in the theatre for an event, including presenters. No more than 41 people are allowed in the classroom, including presenters.
10. Groups using the facility must provide their own supplies. The library will not provide supplies for any group including tape, scissors, staples or copies.
11. Any individual or group wishing to move tables and chairs must have authorization from the director.
12. Groups wishing to exhibit, perform, duplicate or distribute copyrighted material in the library, both print and non-print, must secure a license or permission to do so.
13. Event set-up, decorating and clean up time should be included in the total rental time for the event.
14. Events extending past the contracted time will be subject to an additional charge per hour and any other fees associated with the continuation of the event. No event will continue past 10:00pm.
15. Any changes to reservation must be made in person.
16. Children will not be permitted to roam freely. No running to and from the bathroom, yelling and screaming in lobby areas or meeting rooms, especially during regular business hours.

17. All decorations must be approved by the Library Director.
18. Any use of sound, lighting or other equipment from must be approved by the Library Director at the time of the lease agreement.
  - a. Any sound requiring library staff to control must be on one device such as a sound disc or iPod.
  - b. If complex music or sound is needed, the lessee must have their own sound person with their own equipment.
19. Only Library staff members may use the sound room and equipment.
20. Any equipment needed must be approved by the Library Director at the time of the lease agreement.
21. No food or drinks are allowed in the theatre.
22. Lessee is responsible for placing all trash in the dumpster at the end of the event and leaving the facility in the same condition of cleanliness as it was found at the start of the rental, which includes vacuuming, sweeping and mopping the facilities, and policing the grounds and parking area. This includes and all common areas.
23. All groups must leave the theatre and classroom in satisfactory condition or a fee will be charged for cleaning and/or damages. Rooms must be returned to their original state.
24. Notification of cancellation of an event must be received no later than thirty (30) days prior to event in order to receive a refund of rental fees. Notification of cancellation received after this deadline will result in a forfeiture of the entire contract amount.
25. Rentals must be paid in full at least a week in advance.
26. All after hour events are subject to availability and must be approved by the Library Director.
27. Deposits will be mailed within six weeks after the event if no damage was made to the facility and the facility is in good order.

**Fee Schedule for Library**

Theatre Rental:	\$25 per hour for residents \$50 per hour for non-residents
Classroom:	\$25 per hour for residents \$50 per hour for non-residents
After Hours Staffing Fee:	\$20 per hour

### **Equipment Available in the Library Theatre**

- Multimedia projector for showing videos or visual presentations through a computer. Internet access is available.
- Large drop down screen.
- Sound equipment through CD player (limitations and must be approved by the Library Director)
- DVD player for showing videos
- Lighting for the stage
- Microphones, both hand held and lapel.
- 85 chairs
- Podium

### **Equipment Available in the Library Classroom**

- Multimedia projector for showing videos or visual presentations through a computer. Internet access is available
- Large dropdown screen.
- Large white dry erase board
- 10 tables & 20 chairs
- Podium

**INDEMNITIES, INSURANCE AND LAWS:**

Lessee agrees to defend, indemnify and hold harmless Balch Springs Library-Learning Center, its agents, representatives and employees, each severally and separately, from and against any and all liabilities, demands, claims, damages, losses, costs and expense of any kind or nature whatsoever, including without limitation, any and all costs of defense, made against or incurred or suffered by Balch Springs Library-Learning Center, and such indemnities as a direct or indirect result or consequence of injury, sickness, illness or harm, including death, damage or loss to person or property, including the loss of use thereof or other cause of action whatsoever arising out of, resulting from or which should not have occurred but for this Agreement or Lessee's use of premises, facilities or equipment of facilities. Lessee further agrees to release and acquit the City of Balch Springs, Balch Springs Library-Learning Center, its agents, representatives and employees, from and against any and all liabilities, demands, claims, damages, losses, costs and expenses of any kind or nature whatsoever, including those enumerated herein above. \_\_\_\_\_ (initial)

**The undersigned has read and, on behalf of the Lessee, agrees to be bound by this Permit/License and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Permit/License on behalf of the Lessee and has sufficient power, authority and capacity to bind the Lessee with his/her signature.**

**I agree to abide by the rules and regulations set forth in this rental agreement:**

\_\_\_\_\_  
**Signature of Renter** **Date**

\_\_\_\_\_  
**Signature of Library Staff** **Date**

\_\_\_\_\_  
**Signature of Library Director** **Date**

# Rental Agreement

## Larry "T-Byrd" Gordon Theatre / Library Classroom

The section below must be filled out by Library Staff and approved by the Library Director prior to making a payment.

**FOR LIBRARY STAFF USE ONLY**  
**Theatre/Classroom Rental**

Today's Date \_\_\_\_\_

Room needed: Theatre \_\_\_\_\_ Classroom \_\_\_\_\_

Date needed \_\_\_\_\_ TIME: Start \_\_\_\_\_ End \_\_\_\_\_

Estimated # of guests \_\_\_\_\_

Is sound equipment or lighting needed: Yes \_\_\_ No \_\_\_

Rental Fee \_\_\_\_\_ x \_\_\_\_\_ # of Hours = \_\_\_\_\_

After hours staffing fee: \$20.00 per hour. Amount Due \$ \_\_\_\_\_

Type of event: \_\_\_\_\_

Approved by Library Director \_\_\_\_\_

**PAYMENT INFORMATION**

DEPOSIT DUE	\$ 100.00
RENTAL FEE	\$ _____
STAFFING FEE	\$ _____
AMOUNT PAID	\$ _____
BALANCE DUE	\$ _____

REMAINING BALANCE DUE BY: \_\_\_\_\_  
(Date)