



WHITE OAK ECONOMIC DEVELOPMENT COMMUNITY BUILDING RENTAL AGREEMENT

GUIDELINES/RULES:

- Rental agreement form, until signed and accepted by WOEDCO representative is not a contract.
- The applicant must be an adult 21 years or older.
- The applicant understands that the deposit fee and rental fee are required at the time the signed form is submitted.
- Reservations for the use of the Community Building are taken on a first come, first served basis, and are to be made during regular business hours.
- Reservations for use of the Community Building are permitted for a maximum usage period of 8 hours unless otherwise agreed to in advance by WOEDCO representative.
- When an event is held outside of normal business hours, a key will be provided and must be returned in person to our P.D. dispatch (103 E Old Highway 80). Failure to return the key will result in forfeiture of your refundable deposit.
- Cancellations must be made at least 24 hours in advance of any scheduled reservation.
- WOEDCO has the right to refuse rental to any person or any organization for any reason at any time.
- At least one adult 21 years of age or older must be in attendance at all times.
- Applicant will be held liable for any damages to the building or its contents.
- NO ALCOHOLIC BEVERAGES, drugs, or tobacco products will be allowed at any time in the Community Building.
- No tacks, nails, or adhesive products may be used on any walls or fixtures of the Community Building.
- The Community Building occupancy is 100 people.
- The applicant is required to leave the Community Building clean and orderly. Please do light/general housekeeping. Please turn all lights off once the event is over.
- If the Community Building is not clean upon our inspection, the applicant forfeits the deposit in its entirety.
- Please contact Maureen Carrigan to reserve the Community Building or for other questions – 903-759-3936 or mcarrigan@cityofwhiteoak.com.



WHITE OAK ECONOMIC DEVELOPMENT COMMUNITY BUILDING RENTAL AGREEMENT

Applicant Name _____
Organization/Company _____
Mailing Address _____
Phone Number _____
Cell Phone Number _____
Email _____
Event _____
Event Description _____
Event Date _____
Event Time _____

Rental Fees & Deposit

\$200.00 Deposit Fee Paid _____
\$350.00 Rental Fee Paid _____

The deposit fee holds the Community Building for your event and is refundable, unless violations take place.

The deposit fee and the rental fee are required at the time the signed form is submitted.

All payments are to be made to White Oak Economic Development Corporation.

Applicant Name (Printed) _____
Applicant Signature _____
Date _____
WOEDCO Representative _____
Date _____