



Coyle House Rental Application

Lessee Contact Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date of Event: _____ Time of Event: _____ Estimated Attendance: _____

Description of Event: _____

Are you a resident of the City of Rowlett? YES NO

Will there be alcohol on the premises? YES NO Permit Number _____

Alcohol: Requires Rowlett Police Officer starting at the time of alcohol being served for the duration of the event

Rowlett Officer Assigned to Event: _____

Reservation Policies and Procedures

- Please call 972-412-6170 to check in/ check out for your reservation. Please allow 30 minutes for response.
- Room set up and tear down is the responsibility of the lessee.
- Occupancy may NOT exceed **75** people inside of the house at one time.
- You are free to choose your own decorator and caterer.
- \$100 facility deposit fee is due at time of reservation and will be deposited. Deposit fees are not applied towards rental fee but will be refunded in full when all conditions specified on the contract are met. Total rental fees are due two (2) weeks prior to rental date.
- Reservation cancellations or changes will only be accepted directly from the lessee. All reservation cancellations must be made in writing and take effect on the date received.
- No reservation changes will be accepted on the day prior to, or on the day of the rental with the exception of additional time added to rental. No subtraction of time is permitted.
- Rental hours must include set-up and clean-up time. Lessee and/or other members of the lessee's party will not be allowed in the assigned room(s) until time specified on the contract.
- All decorations, food, and rental items must be removed from the Coyle House premises at the end of the specified rental time. Early entry or late vacating will result in a total loss of deposit.
- Kitchen is for warming/reheating purposes only; no cooking is allowed. Stove and oven are non-functional.
- Lessee is responsible for disposing trash to receptacle behind Community Centre.

Usage Policy – General

- The name, logo, and the seal of the City of Rowlett, or any portion thereof, may not be used in any manner by an organization or individual on invitations, notices, etc. without written permission from the City.
- Fire codes, as imposed by the City of Rowlett, must be met at all times. (www.rowlett.com)
- The individual making all preliminary arrangements and signing the rental agreement must be present during all phases of the function including setup, during the function, and breakdown and clean-up of the event. This individual is responsible for ensuring that guests remain primarily in the space which has been rented for the event.
- Any violation of any Park ordinance is just cause for any party to be expelled from the park immediately.
- It is unlawful to advertise or engage to advertise for any gain in any manner whatsoever for any event on park property.
- Unruly behavior is not permissible.
- Pets must be kept on a leash (with a maximum length of 6 feet) at all times.
- Acts of gambling, alcohol consumption or controlled substance(s) are prohibited on all City of Rowlett properties.
- City of Rowlett Residents may not rent facilities for non-Rowlett residents.
- The use of loudspeakers, radios, amplifiers, and/or microphones is prohibited.

Check in Procedures

1. Please allow 15 minutes for check in and check out to ensure staff availability.
2. All groups are required to check-in at the Rowlett Community Centre before proceeding to the Coyle House. All necessary doors will be unlocked upon pre-inspection of rental. A walk-through of the facility will be conducted upon check-in to ensure the facility is ready for your group and answer any questions.
4. Please park all vehicles in the appropriate parking lot located west of the facility.

Check out Procedures:

1. Clean all facilities thoroughly and return items to their original locations (i.e. vacuum, cleaning supplies, trash cans).
2. Contact the Front Desk staff 15 minutes prior to rental ending and arrange the walkthrough of the facility. Failure to hold a walk-through may result in the complete loss of your security deposit.
3. During check-out, call attention to any problems you experienced or damage that occurred to the staff.

Disclaimer and Signature

I acknowledge having received, read, and understand the Rowlett Recreation Department's pavilion reservation policy. I understand that violation of any of the policy listed will result in a total loss of my deposit. I understand that I am fully responsible for my guests, release, hold harmless and indemnify, and will NOT IN ANY WAY HOLD THE City of Rowlett and its offices and employees liable for any loss, injury or damages to myself, and any of my guests, and/or our properties. I have been provided a copy of the Pavilion Rental Policy.

Lessee's
Signature: _____ Date: _____

Staff
Signature: _____ Date: _____