



Safety City's mission is to educate children on safety in a hands-on environment to prevent childhood accidents and injuries.

Safety City is a non-profit, 501(c)(3) organization dedicated to improving the quality of life for our local and surrounding communities by offering hands-on safety education.

Special Event Rental Application

Rental Date: _____ Arrival Time _____ Departure Time _____
(2 hour Rental Blocks)

Printed Name (Organization)

Address

City State Zip Code

Phone Number Email

Operational Policies and Rental Agreement

SAFETY CITY, LONGVIEW, TX

The following list represents a summary of policies and requirements for events held at Safety City. This list is only a summary and is not inclusive of all City of Longview policies and regulations. It is the responsibility of the lessee to disclose all relevant information about their event to the Safety City Manager.

Alcohol Policy...No alcohol may be served or consumed at Safety City.

Animals...No animals will be brought into the facility, other than as required by disabled persons.

Building Disfiguration...No holes may be drilled, cored or punched in any of the buildings or structures located within the gates of Safety City. Painting is prohibited anywhere on premises. Lessee is responsible for the repair or replacement of any damage or disfiguration to the facility.

Food...Lessee shall be allowed to bring food into the facility to be served during their event and will be responsible for all clean up post event. All cooking operations will only be allowed in the Safety City parking lot and must be conducted on cooking equipment pre-approved by the Safety City Manager.

Cancellations...Payment for cancelled events will not be refundable if alternate dates cannot be located.

Capacity...Reservations will allow for a maximum of **15 participating children**. If additional participating children are expected, lessee is responsible for notifying the Safety City Manager prior to their event date. Additional fees may be assessed to accommodate for an excess of 15 participants.

Cleaning...Lessee shall leave the facility in the same clean condition in which it took possession. All trash shall be bagged and placed in the trash receptacles outside the entrance gate of the facility.

Confetti...Throwing rice, confetti, glitter, birdseed or rose petals is prohibited anywhere on site.

Damage Deposit (Refundable)...Lessee must furnish a \$50 Refundable Damage Deposit to secure a reservation date in form of cash, check or money order. This deposit will be refunded by check after the event should the facilities be returned in satisfactory condition and no additional charges accrue during the event.

Decorating...Decorations or signs may not be attached by nails, tacks, staples, screws or pressure sensitive tape. All equipment, decorations and personal items must be removed by the end of the reservation.

Event Monitor...One Event Monitor personnel will be present the duration of your reservation. They will be responsible for unlocking the gates of Safety City and the restrooms, providing trash bags and assisting with accidents. Event Monitors are not responsible for supervising participating children as this will be the responsibility of the lessee and attending adults.

First Aid...A first aid kit is located in the Leadership Longview Teacher Lounge. The Event Monitor will retrieve any items needed to address basic medical needs.

Glass Containers...No glass bottles will be allowed inside Safety City or in the parking lot.

Karts...The Safety City motorized karts will not be available for Special Event Rentals. Lessee may allow guests to bring self powered vehicles such as bicycles, tricycles and scooters. Motorized riding apparatuses will be not allowed unless required for everyday mobility.

Liability... Lessee hereby assumes full responsibility for the character, acts and conduct of all persons admitted to Safety City. Lessee shall indemnify and save Safety City harmless from all loss, cost and expense arising out of any liability or claim of liability for injury or damages to persons or property sustained or claimed to have been sustained by anyone whosoever by reason of the use or acceptance of the facilities hereinabove described, or by any act or omission of Lessee or any of its guests, patrons or invitees.

Lost/Damaged Articles...All items that are lost and have been found after an event will be kept at the Longview Central Fire Station for a period of thirty (30) days. Safety City staff will not be held responsible for these items in any way. For inquiries, please email: info@longviewsafetycity.com

Payment...Reservations will cost a total of \$200 and will include a \$50 Refundable Damage Deposit. The \$50 Refundable Damage Deposit will be due upfront to secure an intended reservation date. Final payments of \$150 will be due 2 weeks before the event date. Cash, check or money orders will be accepted. Please make checks payable to: Safety City. A returned check will result in a Returned Check Fee of \$25. Cash or money orders will only be accepted after a Return Check Fee has been placed on your account.

Rental Period... Rental periods will be held in 2 hours time blocks. Lessee will be expected to include set up and clean up within their allotted 2 hour rental period.

Smoking...No smoking or use of any form of tobacco products will be allowed inside Safety City or in the parking lot.

Note: The Safety City Board of Directors or Event Monitor shall have the final discretion over disputes regarding all rates, rules and regulations.

THE UNDERSIGNED AGREES TO COMPLY WITH ALL OF THE ABOVE OPERATIONAL POLICIES.

LESSEE SIGNATURE

DATE

SAFETY CITY MANAGER

DATE

For use by Safety City Manager

Payment Records:

- \$50 Damage Deposit- Received on _____
- \$150 Final Payment- Received on _____

Damage Deposit:

\$50 Refunded on _____
_____ Retained due to _____
_____ Donated