

Wichita Falls Travel Center

Rental Agreement

The Travel Center Conference Room is to be used primarily as a space for City and City-sponsored events and organizations at no charge. All City and City-sponsored events and organizations will have preference for meeting dates and times. Travel Center Supervisor may limit the private rental (at a sufficient cost) to private “not for profits”, dependent on availability. The room will not be available to “for profit” organizations.

The cost of rental for private “not for profits” will be \$35.00 per hour and must be paid at the time reservation is made. Any meeting that extends beyond the Center’s 6:00 pm closing time will incur an additional charge of \$10.00 per extended hour. Determination of eligibility of any requesting organization and availability of any particular date will be made by the Travel Center Supervisor or the Assistant Supervisor.

Cancellations must be made at least 48 hours prior to the rental date in order to receive a rental fee refund.

A refundable security deposit of \$75.00 is required at the time the reservation is made.

Serving of food and beverages must be pre-approved by Travel Center staff at the time of rental for a charge of \$25.00.

Use of tacks, push pins, nails or tape of any type is not allowed. No glitter or confetti products are allowed. No open flames.

Smoking is not allowed in the Conference Room.

Cooking is not allowed in the Conference Room.

Parking for the conference room is in the MPEC parking lot behind the Travel Center.

Set-up for Conference Room is to be done by renting party.

Tables, chairs and floor should be cleaned and trash placed in appropriate containers at the conclusion of your event.

Organization Name: _____

Contact Name: _____

Contact Information: _____

Reservation Date: _____

Reservation Hours: _____

Fee Paid: _____

Deposit Paid: _____

Renter Name (Print)

Travel Center Staff (Print)

Renters Signature

Travel Center Staff Signature

Today's Date

Today's Date