
FACILITY UTILIZATION AGREEMENT
The Cotton Belt Depot Visitors Center

The Gatesville Chamber of Commerce operates from the historic Cotton Belt Depot building. The Depot is the site for several Chamber sponsored community-wide events. The Depot is located in the heart of Gatesville making it an ideal location for meetings or events. This agreement outlines the terms for use of the Gatesville Chamber of Commerce property.

The Gatesville Chamber of Commerce operates this facility that is available to the public for legitimate business activities, with discretionary approval by the Chamber of Commerce Board of Directors. The Gatesville Chamber of Commerce does not discriminate on the basis of race, religion, sex, or national origin. Gatesville Chamber of Commerce facilities may not be used for discriminatory, immoral, or illegal purposes.

Conditions for Use

- You must be at least 18 years of age to utilize the property.
- No smoking inside the building.
- No tables or chairs are allowed to leave the building without prior approval by the Chamber.
- No disturbing the peace.
- No damage to the structure or contents.
- No trash left in or on property.
- Business or organization is responsible for the clean-up of the facility.
- Any activity that will be invasive to the parking area for an activity other than parking must be pre-approved by the Chamber.

Reservation

- Reservations are taken on a first-come first-served basis.
- A \$100 deposit for the use of the space may be required.
- Reservations are not confirmed until any required deposit is made.
- The deposit will be returned following the event, assuming all conditions for use have been met.

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Contact Information

Name of Group: _____
Contact Person: _____
Mailing Address: _____
Phone: _____

Event Details

Function: _____
Date: _____
Time: _____

Record of Deposit

Amount of Deposit: _____
Date of Payment: _____
Date of Payment Return: _____
Signature: _____
Chamber Representative: _____

I have read and understand the rules and regulations for the use of the facility and agree with the conditions for the return of the deposit. I assume all responsibility for the condition for the facility and agree with the conditions for the return of my deposit.

Signature

Date

Chamber Representative

Date