

4. Day, Date, and Time Period Requested (2 hours minimum per use)

Reminder: Rental must occur between the hours of 8 am to closing OR after hours from closing to 12 am (midnight). Rental may not overlap between the library's open hours and after hours. See library's website for hours of operation. If requesting audiovisual, please contact the Missouri City Branch Library (281-238-2100) to make arrangements at least one week prior to scheduled rental. Staff will not be available to assist during scheduled rentals.

Total hours of use requested_____

Deposit: \$125.00

(Deposit is refunded provided that The Pointe Procedures are followed, the room is clean, and there are no damages.)

Fees for The Pointe are \$50.00 per hour.

Total hours _____ x \$50 = _____ **Total Fee**

Please make checks payable to Fort Bend County. Payment is due at time of application.

5. Clean-Up Agreement

I agree to assume full responsibility for cleaning of The Pointe in accordance with the procedures listed. I further acknowledge that I will be financially responsible for payment of any damages or custodial services if I fail to clean up the facility and grounds properly.

Signature

Date

Appendix A

A peace officer is required if The Pointe is rented for use outside of regular library business hours. Renters are responsible for hiring and paying a peace officer for a minimum of two (2) hours of work and for the entire period the room is in use after hours. **All peace officer arrangements must be made with the Fort Bend County Sheriff's Office; you cannot provide your own security.**