



CENTRAL TEXAS RURAL TRANSIT DISTRICT  
1031 EARLY BLVD.  
EARLY, TX 76802

Today's Date : \_\_\_\_\_ Cleaning/Reservation Deposit \$50.00 (Cash only) Date Returned: \_\_\_\_\_

Date Needed: \_\_\_\_\_ Time Frame needed: (Ex: 5pm-10pm) \_\_\_\_\_

***Time rented should include time for decorating and cleaning, NO EXCEPTIONS.***

Organization Name: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Contact #: \_\_\_\_\_ Email address: \_\_\_\_\_

Rent paid: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

**Please circle to select room: *Time rented should include time for decorating and cleaning NO EXCEPTIONS.***

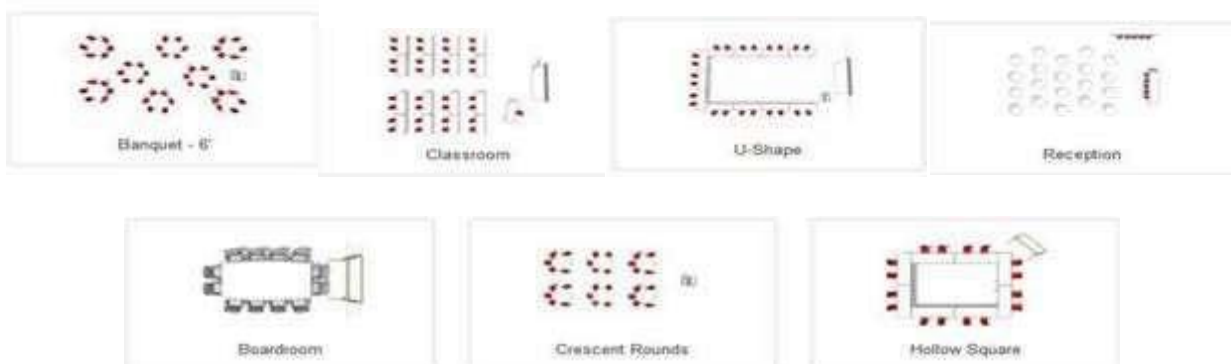
- Conference Room 101 – 4 hours \$225.00 (Does not include deposit.)
- 8 hours \$350.00 (Does not include deposit.)
- Each additional hour is an additional \$50.00 #of additional hours. \_\_\_\_\_
- Board Room – (Circle one) 4 hours \$125.00 / 8 hours \$200.00

***Board room is only available during C.A.R.R. 's operating hours.***

Place a check by all equipment needed. Please include the number of tables & chairs.

- ☐ Audio/video equipment will be needed. Please no children in the AV room.
- ☐ Podium
- ☐ Microphone/Wireless Microphone (2 available)
- ☐ Round Tables (11) # \_\_\_\_\_ Rectangle Tables (18) # \_\_\_\_\_
- ☐ Chairs (125) # \_\_\_\_\_

**Room Setup (Circle One)**





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**Terms and conditions:**  
*(Please read carefully.)*

1. To reserve the room a \$50 deposit is required. This will be returned once the room has been inspected for damage and cleaning. The rental charge (deposit is not included) is to be paid in advance 1 week before the lease period. This fee may be refunded if CTRTD is notified of the cancellation at least 48 hours in advance. Checks should be made out to:

**CTRTD**

**1031 Early Blvd**

**Early, TX 76802**

2. No items brought in the facility should be left overnight unless approved by CTRTD.
3. The lessor will not be held responsible for loss of items belonging to the lessee.
4. The lessee will be payable for any damage or loss done to the premises or its furniture and other equipment.
5. Smoking is not to be done in any area outside the smoking zone.
6. Space only to be used for approved purposes authorized by General Manager.
7. All areas should be left clean, including trash receptacles.
8. Please do not allow children to run up and down halls or play in the reception area.
9. **If alcohol is permitted at time of rental, a TCOLE Certified Police Officer MUST be provided & present at the expense of the renter. Access to the room will not be issued before proof of contract is confirmed and on file.**

**You may submit this form in person or fax to 325-643-3599; email: [carrmgrs@cityandruralrides.com](mailto:carrmgrs@cityandruralrides.com)**

I will comply with the above agreement. I will not hold Central Texas Rural Transit District liable for accidents or injuries. I will pay for any damage that occur while I have the room leased.

Lease Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized CTRTD Manager \_\_\_\_\_ Date: \_\_\_\_\_

Condition of room CLEAN or DIRTY Staff: \_\_\_\_\_

**Notes** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deposit of \$50.00 returned to: \_\_\_\_\_

Signature

\_\_\_\_\_ Date \_\_\_\_\_

Print



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***Please keep this page for the day of the event.***

Please call Rhonda Kelton @ 325-513-2112. I will disarm the alarm and unlock the door remotely.

**Please ask guests not to open the double doors in the hallway or kitchen. These doors will set off the alarm to the back-office area. Alarms will sound, 4 staff members will be contacted and police will be called.**

**Spaces requiring cleaning and cleaning supplies that are available:**

All areas should be left clean and free from trash. This includes the conference room, kitchen, bathrooms, hallways, and outside areas used. In the kitchen there is dish soap, dishwasher pods, small & large trash bags are in the cabinet above the sink. There is a dustmop, a broom & dustpan as well as mop and mop bucket. All trash will go out the side doors in the trash cans provided.

When you are done, and everyone has exited the building, you will call me back and I will lock the door and arm the alarm.

The areas will be checked for cleanliness and damage, if all looks good, we will give you a call to pick up your deposit. We are open weekdays Monday-Friday 8-12 & 1-5.

Thank you,

*Rhonda Kelton*

Transit Manager  
Central Texas Rural Transit District  
City And Rural Rides  
O: 800-710-2277; 905  
C: 325-513-2112  
F: 325-643-3599  
[www.cityandruralrides.com](http://www.cityandruralrides.com)