Williamson County Community Room Usage Consent Form

(See attached list for details on rooms, fees and locations)

- Central Maintenance Facility - URS training & conference room
- Animal Shelter - Community Room
- Williamson County Sheriff's Office - Community Center - Hutto
- Round Rock Annex - Community Room & conference room

All organizations, groups, and businesses interested in renting a community room or conference room from the county will have a responsible representative agree to this consent form by signature.

KEYS OR ACCESS TO THE BUILDING

Each renter will be provided a key or proximity card, or access will be given by a county employee for usage during rental. If you are issued a key or proximity card it should be returned by no later than the 5 p.m. on the next business day after the rental. Failure to return the key in a timely manner will result in the loss of the security deposit or future room rental privileges.

JANITORIAL ISSUES

All facilities rooms should be in good condition when keys or proximity cards are issued for utilized spaces. There are many things that can result in complaints after usage such as, but not limited to, floor staining, trash not being taken out of the facility, or rest rooms in disarray. These are merely examples. **The point is to return the room in the same condition as it was when you arrived. A layout of the room & furniture will be posted at the facility.** This will allow the room to be ready for the next occupant with no more than a normal janitorial service. Any extra cleaning required will be charged to the last user.

EMERGENCIES

When in doubt call 911 for any medical emergency.

Fire alarms in all buildings are monitored by an outside service. In some cases there will be a loud audible trouble alarm. In the event this happens, please call one of the phone numbers below.

If any immediate attention is required during your event please refer to the following numbers:

Facilities Services - (512)943-1599 / Office Hours 7:00 am - 5:00 pm Monday - Friday

Any occurrences outside the above hours please call for on-call personnel:

Williamson County Dispatch (non emergency) - (512) 943-1396 or (512) 943-1419

I have received a copy of the Williamson County Community Rooms Rules and Regulations and fully understand its contents._____(Initial Here)

Authorized Representative Signature: _____ Date: _____

Name: _____

Address: _____

City: _____ State Texas

Phone Number: _____ Alt: _____

Email: _____ Alt: _____

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