

Shady Grove Special Utility District
3516 FM 499
Greenville TX 75401-6037
Office: 903-454-8733 Fax: 903-454-9979
shadygrovesud@gmail.com
www.shadygrovesud.com

Meeting Facility Rental

Reservations for the SGSUD Meeting Facility may be made up to one (1) year prior to rental date. Reservations may be made by contacting the District office at 903-454-8733. The rental fee for SGSUD Customers is \$50.00 per day. The rental fee for non-customers is \$100.00 per day. The rental fee will be paid at the time of making the reservation to guarantee availability. Persons requesting to reserve the Meeting Facility on a weekend should contact the District office the Friday prior to the date of rental to obtain keys. The Meeting Facility is rented on a first-come, first-serve basis.

There will be a refundable deposit of \$50.00 for SGSUD Customers and \$100.00 for non-customers. The deposit will be paid when renter obtains keys. The deposit will be refunded if the Meeting Facility is left clean and undamaged and the key is returned. Renter is liable for any and all damages in addition to the deposit fee. The key will be placed in the drop box if the office is closed. You must check with the office regarding refund of the deposit. All rentals are subject to approval by the Board of Directors.

The renter of the Meeting Facility will remove all trash from the premises. The air conditioner/heater will be used only on the day reserved. No alcoholic beverages are allowed on the premises. The premises will be vacated by 11:00 pm. There will be no overnight rental.

Signature of the Renter

Date

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Meeting Facility Rental Reservation

Date: _____

Name: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

Rental Date: _____

Requested Rental Time: From: _____ To: _____

Rental Fee: Check # _____ Cash _____

Rental Deposit: Check # _____ Cash _____

Deposit Refunded: Yes _____ No _____

Date Deposit Refunded: _____

I have inspected the Meeting Facility and recommend refund of deposit of the above named individual.

Signature of SGSUD Representative

Date