



**MINEOLA TRANSPORTATION PLAZA
“HAROLD SIMMONS” CONFERENCE ROOM
RESERVATION FORM**

Name: _____

Address: _____ Email: _____

Date Reserved: _____ Number in Group _____

Phone # _____ Time: _____

Responsible Party: _____

Special Occasion: _____

User Fee: **\$75.00** Check Number _____ (Churches, Schools and Non-Profits in the 75773 zip code, fees will be waived)

Guidelines for Usage of “Harold Simmons” Conference Room:

1. The “Harold Simmons” Conference Room may be reserved for meetings and small gathering, unless booked by the City for meetings or special event. When reserved for a special function, approval for use must be made through **Mineola City Hall at 903-569-6183**.
2. There will be a **\$50.00 deposit** required to reserve the Conference Room for small meetings & functions. Your deposit will be refunded provided the rules and guidelines are followed and that the conference room is left clean. If you are paying by check make out 2 separate checks to the City of Mineola. Mail to: P. O. Box 179 Mineola, TX 75773. You may pick up your deposit check at City Hall after your event or given your permission we will shred the check.
3. Please, **DO NOT LITTER**.
4. **ANY and ALL trash should be bagged and picked up in and around the conference room. You must provide your own cleaning supplies (ie broom/dust pan & trash bags).**
5. PLEASE **Do Not** hang signs or drapery by using nails, screws, thumbtacks or staples. Any decorative work should be hung with cord or twine. Please **REMOVE all decorations** as soon as your event has ended.
6. Children under 12 years of age must be accompanied by an adult.
7. **NO LOUD MUSIC** except with approval from **Mineola City Hall** (903-569-6183) and during special events.

It is suggested you keep your copy of this receipt with you, as evidence of prepayment and guarantee of reservation.

Release and Waiver. Participant does hereby release and forever discharge and hold harmless City of Mineola (“City”) from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Participant’s use of the Conference Room. Participant understands that this release discharges City from any liability or claim that the participant may have against City with respect to any bodily injury, personal injury, illness, death, or property damage that may result from the use of the “Harold Simmons” Conference Room whether caused by the negligence of City. By signing below, I agree to abide by the rules and guidelines for use of the “Harold Simmons” Conference Room on the date and time stated above.

Signature

Date