

**RIVER OAKS EVENT CENTER
5300 BLACKSTONE
RIVER OAKS, TX 76114
817-732-5885 Fax: 817-732-3145
Email: information@riveroakseventcenter.com**

RENTAL POLICIES AND PROCEDURES

The City of River Oaks operates the River Oaks Event Center for the benefit of its citizens. The use of the facility is governed by this rental policy and approved by the Mayor and the City Council. The Center is available for rent or for use when regularly scheduled activities are not in session and will be scheduled on a first come, first served basis.

RESERVATIONS / DEPOSIT

Reservations may be made in person at the Center or by phone during Center business hours. A refundable deposit must be paid to hold the desired date and may be paid in cash, money order or credit card (3% fee). Phone applications must be faxed or emailed to the Center. Cancellations must be made no less than seven (7) business days before the rental date to receive full refund of the deposit. Failure to comply with "notice of cancellation" will result in full forfeiture of the deposit.

Reservation/Cancellation Hours – 9am to 3pm Monday, Wednesday, and Friday, excluding holidays

The refundable deposit is required as security for cleanup and damage to the facility. A facility monitor will be assigned to each rental, who will open the facility, set the thermostats, be available for any questions or assistance during the rental period, sign off on the building cleanup, and lock up the facility. Upon notification from the monitor, a refund check will be mailed within 7 to 10 business days with the following conditions:

- 1) Failure to clean up the Center will result in forfeiture of up to the entire deposit.
- 2) The cost of any repairs necessary for damage done to the facility will be deducted from the deposit. Should the cost of repairs exceed the deposit, no refund will be issued and the responsible party will be billed for the cost of repairs.
- 3) Renters failing to clean up or causing damage to the Center may be restricted from future rentals.

RENTALS

Check for availability in advance.

The rental fee (hours rented) includes set up and clean up. The rental begins when the customer is given access to the building and ends at the specified time or when the customer has left the building, whichever is later. Rental fees will not be refunded for a rental ending prior to the scheduled end time.

The renter must be 21 years of age or older. Proof of age must be provided by a government issued picture ID. The rental period must include time for set up and time for take down/clean up. There is a 3-hour minimum for all rentals.

The rental fees must be paid by cash or credit card 5 business days prior to the event and must be paid in addition to the deposit. If fees have not been received by the Center by closing time (3pm) of the final due date, the rental will be canceled, and the deposit will be forfeited.

Should the event, including setup and teardown (cleanup), exceed the scheduled rental period, additional charges must be paid in cash prior to the end of the scheduled rental period and shall not be deducted from the deposit. The Monitor shall notify the renter one-hour before the rental period ends. Failure of the Monitor to contact the renter before the rental period ends is not a defense to waive the additional charges or to extend the rental period. The renter shall be charged an additional hour rental fee for time frames exceeding a 15-minute grace period.

Should the renter decide to exceed the scheduled rental period (including teardown and cleanup) and the additional charges have not been paid, the rental shall be cancelled, the deposit will be forfeited and everybody in attendance shall be asked to leave the building. The building shall then be locked by the Monitor and any property belonging to the renter may be claimed by the renter or his or her authorized agent the next business day.

OCCUPANCY

The maximum occupancy for the Center has been set by the local fire code at 200, including both adults and children.

RULES AND RESTRICTIONS

The following restrictions apply to all users:

- 1) The renter is responsible for ensuring that everyone adheres to these rules and regulations.
- 2) The renter must be on the premises for the entire rental period.
- 3) Proof of residency is required for the resident rate. If an individual is found to have rented the Center for another individual or organization to receive the residential discount, the renter shall forfeit the entire deposit.
- 4) No alcoholic beverages are allowed in the facility, parking lot or anywhere on the grounds, unless otherwise provided for in the section "Alcoholic Beverages" in this policy.
- 5) No use of any tobacco products within the building. Use of tobacco products outside is restricted to areas at least 25 feet away from the building.
- 6) No profanity allowed in the building or on the premises.
- 7) Children must be properly supervised at all times.
- 8) Animals are not allowed in the building or on the premises, except for "Service Animals" (i.e. seeing eye dog, etc.)
- 9) No camp stoves or BBQ grills are permitted inside the building. Grills and deep fryers may be used outside the building as part of a rental.
- 10) Outside activities that extend past 10 pm must comply with the City Noise Ordinance in Article 8.03 of the River Oaks Code of Ordinances and Section 17.E.1 of the City's Zoning Ordinance as amended.
- 11) Parking is not allowed in the marked fire lanes.
- 12) The City will not discriminate against any person or persons because of age, sex, race, religion, color, or natural origin, nor will the city knowingly permit the individuals or organizations making reservations to engage in such discrimination.

DECORATIONS

Decorations may be affixed to surfaces with cellophane tape, thumbtacks or staples. No duct or Gorilla tape is to be used due to the damage it causes.

CLEAN UP OF THE FACILITY WILL INCLUDE THE FOLLOWING

- 1) All floors swept and mopped in areas used (*especially kitchen & bathrooms*)
- 2) Tables & chairs returned to prior position
- 3) ALL trash cans emptied and trash bags placed in the dumpster located on the parking lot
- 4) All decorations removed
- 5) Front and back entrances & sidewalks swept if needed

INSPECTION

At the conclusion of the rental, the monitor will conduct a 'walk through' of the building with customer to make certain that all areas are clean. The kitchen and restrooms must especially be left clean.

TELEPHONE

A telephone is available from the monitor for local calls only.

THE CITY OF RIVER OAKS IS NOT RESPONSIBLE FOR ACCIDENTS, INJURIES OR STOLEN PROPERTY

**EVENT CENTER
RENTAL FEES
(Without Alcohol)**

200 maximum occupancy, including adults and children.

<u>RENTER</u>	<u>HOURLY RATE</u>	<u>MINIMUM RENTAL FEE</u>	<u>DEPOSIT</u>
Nonresident	\$100 per hour	\$300	\$300
Resident (proof required)	\$85 per hour	\$255	\$300

ALCOHOLIC BEVERAGES

A person commits an offense if the person consumes any alcoholic beverage, or possesses such alcoholic beverage, in the Center building or upon real property owned and operated by the City for the Center unless otherwise approved for special events meeting the following:

- A. In addition to the immediate suspension of the rental contract as well as the loss of the rental deposit, a violation of this ordinance may be punished by a fine of not to exceed five hundred dollars (\$500).

B. If the renter applies for and is approved for the use or possession of alcoholic beverages, the following additional provisions will apply:

- 1) *The deposit will increase to \$600.*
- 2) *The hourly rental fee will increase by \$50 per hour for each type of rental, resulting in a nonresident fee of \$150 per hour, a resident fee of \$135 per hour, and a civic rate of \$110/\$90 per hour.*
- 3) *The renter will be required to hire two uniformed police officers to monitor the event by contacting the River Oaks Police Chief. This will be an additional expense to the renter and not the responsibility of the Center. Each uniformed Police Officer must be paid \$40 per hour (minimum 4-hours - \$160 each for a total minimum of \$320) in cash prior to the event. In the event the uniformed police officers are not paid in advance prior to the event, the event is cancelled.*

CIVIC GROUPS

Civic groups are defined as any corporation, unincorporated association, or organization which as part of its written articles of incorporation, by laws, charter, or by separate written declaration, has among its stated purposes the promotion of civic, patriotic or political goals and the encouragement of political responsibility through informed and active participation of citizens in government. The corporation, unincorporated association, or organization is organized on a not-for profit basis and maintains an office or business location within the City of River Oaks. These organizations are formed for the purpose of serving a public or mutual benefit other than the pursuit or accumulation of profits for owners or investors.

In order to facilitate such groups who by definition provide an opportunity for people to assemble and work toward a common goal with an intent to benefit the public, provide programs and services to the community, and provide a means by which members of the community can take action in an attempt to improve the community they live in, the following rate schedules will apply.

- 1) Special functions (fundraisers, banquets, etc.) – The facility may be used 2 times a year, for each organization, if space and time are available, for special events at a fee of \$60 per hour for the first three hours (including setup and cleanup) and \$40 per hour for each additional hour.
- 2) The civic groups are to follow all the same policy procedures as all of the other rentals.
- 3) Eligibility for use as a Civic Organization will be determined by the City Council.

Approved Civic Groups:

River Oaks Area Historical Society
 River Oaks Lions Club
 River Oaks Eastern Star
 River Oaks Masonic Lodge
 Churches Within the City Limits (Non-Doctrinal Function)
 Lions Youth Sports Association (LYSA)
 CCDAC (Castleberry Community Drug Awareness Coalition)
 Castleberry Independent School District
 River Oaks Christmas In Action

Tri Cities Chamber of Commerce

CHURCHES

Under certain conditions, churches may qualify for the "Civic Group" rate. If the planned meeting is not doctrinal information specific to a religion's belief, then the "Civic Group" rates may apply. Civic group rates will not apply for church members' personal dinners, weddings, etc. Churches are to follow all the same policy procedures as all other rentals.

ACTIVITIES AND PROGRAMS

Programs, which require an instructor, will be addressed on a case-by-case basis. In the event someone wants to charge a fee to teach a class, a contract would be written between the party and the City stipulating terms and conditions. The participants will pay a predetermined fee to the City, and the City will pay the instructor. The contract will require approval of the City Council.

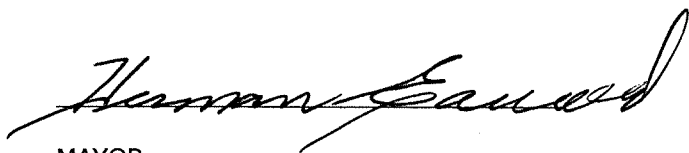
CITY PRIORITIES

The City of River Oaks shall have the authority to bring in priority functions from time to time, which may take precedence over previously scheduled events, with the exception of rentals. However, this consideration will only apply to special or urgent situations.

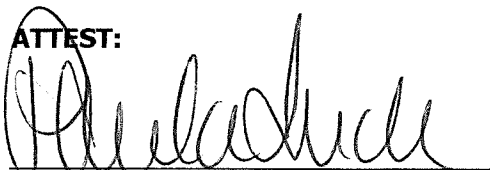
CITY USE

The Center is available for official use by the City Council, Police Department, Fire Department, Library, appointed boards and committees of the city, and employee/staff meeting of city department heads. Any official use by these organizations of the city is to be free of charge.

PASSED AND APPROVED BY A MAJORITY VOTE OF THE CITY COUNCIL ON THIS THE 25TH DAY OF JUNE 2019.



MAYOR

ATTEST:


CITY SECRETARY

**RENTAL POLICIES AND PROCEDURES ADDENDUM
CITY EMPLOYEES, CITY COUNCIL**

An individual who receives compensation from the City of River Oaks, including Reserve Police Officers, shall receive a discounted rate on the rental fees for two (2) rentals per calendar year. Identification shall be presented to the Center staff at the time of the reservation (a city ID badge, police and/or fire department identification).

If an individual is found to have rented the Center for another individual or organization to receive this discount, the renter shall forfeit the entire deposit.

A fee of \$ \$25 will be charged for one Center staff person to open and close the Center. The renter must comply with all of the normal Rental Policies and Procedures unless modified by this Addendum. The renter is responsible for ensuring that everyone adheres to the rules and regulations. **The renter will be considered the monitor for the event.**

**EVENT CENTER
EMPLOYEE, COUNCIL RENTAL FEES
(Without Alcohol)**

200 maximum occupancy, including adults and children.

RENTER	HOURLY RATE	MINIMUM RENTAL FEE	DEPOSIT
Employee (proof required)	\$33 per hour	\$99	\$300

ALCOHOLIC BEVERAGES

All of the alcohol provisions in the normal Rental Policies and Procedures apply, except that the \$50 per hour increase results in a rental rate of \$83 per hour.

User Policy City Hall Staff: February 2019