

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

RENTAL POLICIES AND PROCEDURES

The City of River Oaks, for the benefit of all citizens of the City, operates the River Oaks Community Center. The use of the facility is governed by this rental policy and approved by the Mayor and the City Council. The Community 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 River Oaks Community Center. A refundable \$200. deposit must be paid in full to hold the desired date. Payment for the deposit may be made in cash, money order or approved credit card. Reservation can also be made by phone, during business hours, with a credit card (3% fee) and application faxed or emailed to 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 – 9:00 AM – 3:00 PM Monday, Wednesday, and Friday excluding holidays

The refundable deposit is required as a security for clean up and any damage to the facility. For convenience and safety a facility monitor will be assigned to each rental. This monitor 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 7-10 business days, per the following conditions:

- 1) Failure to clean up the Community Center will result in forfeiture of 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 made and the responsible party will be billed for the **cost of repairs**.
- 3) Customers may not be their own monitors.

Children must be properly supervised at all times.

RENTALS: Check for availability in advance

Rental fee (hours rented) include set up and clean up. The rental begins when the customer is given access to the building and ends when customer has left at specified time. No refund for rental ending prior to the scheduled end time.

Renter must be 21 years or older. Proof of age must be provided by a government issued picture ID. The amount of time asked for 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 are due and payable 5 business days prior to the event and the deposit cannot be applied towards the rental fee. If fees have not been received by the Community Center by closing time (3:00 PM) 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 planned timeframe, additional charges will be due and shall be deducted from the refundable deposit. The renter shall be charged an additional hour rental fee to be deducted from the refundable deposit for time frames exceeding 15-minutes or more.

OCCUPANCY

The maximum occupancy for the Community Center has been set by local fire codes. Occupancy includes both adults and children. The Rental Fees chart, (Pg 3) lists the allowed occupancy for each available area.

RULES AND RESTRICTIONS

The following restrictions apply to all users:

- 4) No alcoholic beverages allowed in the facility, parking lot or anywhere on the grounds.
- 2) 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.
- 3) No profanity allowed in the building or on the premises.
- 4) Animals are not allowed in the building or on the premises except for "Service Animals" (i.e. seeing eye dog, etc.)
- 5) No devices using propane bottles are permitted inside the building. Grills and deep fryers may be used outside in a designated area. The Monitor will show the location.
- 6) Outside activities that extend past 10:00 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.
- 7) For safety reasons there is no parking in the fire lanes marked red.
- 8) The city will not discriminate against any person or persons because of age, sex, race, religion, color, or natural origin nor will the city permit the individuals or organizations making reservations to engage in such discrimination.

TEENAGE EVENTS

A minimum of two (2) adults over the age of 21 years, must be present for every 25 teenagers, at all times during the function.

DECORATIONS

Decorations may be affixed to surfaces with command hooks, cellophane tape or thumbtacks. 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 original positions when customer arrived.
- 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 rental, the Monitor will conduct a ‘walk through’ of building with customer to make certain all areas are clean. The kitchen and restrooms are especially to be left clean.

TELEPHONE

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

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

**COMMUNITY CENTER
RENTAL FEES**

Security Deposit of \$200.00 for all Rentals except single room.

<u>LOCATION</u>	<u>HOURLY RATE</u>	<u>RENTAL FEE</u>
<u>AUDITORIUM</u> 0-200 people	\$ 80.00 Per Hr.	\$240.00 (3 Hr. Minimum)
<u>WHOLE FACILITY</u> 0-300 people	\$ 120.00 Per Hr.	\$360.00 (3 Hr. Minimum)
<u>SINGLE ROOM</u> 0-20 people	\$25.00 Per Hr.	\$100 deposit
DAYTIME USE ONLY – M, W, F 9:00 AM – 3:00 PM		

Kitchen available on first come / first served basis

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) Monthly meetings, paid 6 months in advance - \$15.00 per hour (including setup and cleanup)

- 2) 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 \$40.00 per hour for the first three hours (including setup and cleanup) and \$20.00 per hour for each additional hour.
- 3) The civic groups are to follow all the same policy procedures as all of the other rentals.
- 4) 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 (If Community/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 for the purpose of promoting a community wide program supporting the goals of the community, not doctrinal information specific to a religions belief, and participation is from the community at large, then the “Civic Group” rates may apply.

Civic group rates will not apply for church members personal dinners, weddings, etc; unless the entire community is invited. 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 of River Oaks 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 Community 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.