

## **RULES FOR USE OF THE COMMUNITY CENTER / POOL**

Revised 10/16

1. Requests for Reservations must be made in person at City Hall during normal business hours, Monday - Friday, 9:00 am and 4:00 pm (excluding holidays). To view facility prior to rental, come to City Hall between 9 am & no later than 3 pm; leave Driver's License; a key will be issued; you may walk through the Community Center on your own; return the key within one (1) hour.
2. To Request a Reservation, bring a completed Community Center & Pool Reservation Form, a copy of your Driver's License and the **cash deposit** to City Hall. A confirmation email will be sent within 2 business days of request. If unable to confirm the Reservation, the deposit will be returned. Deposit will only be returned to the renter of the facility. **DATE IS NOT GUARANTEED UNTIL CONFIRMATION HAS BEEN RECEIVED.**
3. Requests for Reservations for **Pool** must be accompanied by the **rental fee in cash** (no deposit required for Pool rental). A confirmation email will be sent within two (2) business days after the request has been made. If unable to confirm the Pool Reservation, the rental fee will be returned. Fees will only be returned to the renter of the facility. **DATE IS NOT GUARANTEED UNTIL CONFIRMATION HAS BEEN RECEIVED.**
4. **Renters must be 21 years of age or older and be in good financial standing with the City of Meadows Place.** Reservations are non-transferable.
5. The key to the Community Center will be picked up the day of the function (**or last working day prior to weekend or holiday**) and **returned the next business day by 4pm**. It is the renters responsibility to pick up & return the key during City Hall business hours, Monday - Friday 9 am - 2 pm. Failure to pick up key and/or return the key by 4:00 pm the next business day following the rental will result in **forfeiture of deposit, NO EXCEPTIONS.**
6. Programs conducted by the City of Meadows Place will be given priority at all times.
7. Community Center reservations shall be for use of the interior facilities and patio only. **NO ONE MAY ENTER THE POOL AREA WITHOUT PRIOR APPROVAL BY THE PARKS & RECREATION DEPARTMENT.** Due to the extreme liability involved, any **violation of this rule will result in forfeiture of deposit** and exclusion from the recreational use of the building and pools for one calendar year.
8. Community Center reservations will not be permitted for business purposes. No personal or business gatherings are permitted.
9. The City of Meadows Place reserves the right to revoke privileges based on applicant's (or group's) past rental/usage history.
10. Use of the facility is limited to the hours specified on reservation. **The use of the facility at any non-scheduled time is strictly forbidden and will result in forfeiture of deposit & future facility privileges.** All cancellations made up to fourteen (14) days prior to scheduled usage will receive a 100% refund of deposit; all cancellations made up to **seven (7) days** prior to the scheduled usage will receive a 50% refund of deposit; cancellations made within seven (7) days **will result in forfeiture of deposit.**
11. Renters have use of kitchenette including refrigerator, microwave, tables & chairs. Ice machine, projector & screen are not for public use.
12. Requested hours must include set up & clean up time. Community Center renters may enter **NO earlier than 8 am on rental day.** The building & parking area must be completely **VACATED no later than 10 pm Sunday - Thursday, or 11:45 pm Friday & Saturday.**
13. Applicants are solely liable for the building and **MUST** secure the building and its equipment at all times during the reserved time. All property missing or damaged during this time will be charged against the renter. **FAILURE TO SECURE BUILDING WILL RESULT IN FOREITURE OF DEPOSIT; NO EXCEPTIONS.**
14. Pool rental is for a maximum of 3 hours. Private parties are scheduled only after public hours.
15. Renters are not allowed to store equipment or supplies at the Community Center other than the hours that are specified on the Reservation Form. The City of Meadows Place is not responsible for lost or stolen articles.
16. **Renter is responsible for set up.**
17. Renter is responsible for clearing tables of all decorations, food & trash and removal of personal property; the City will provide clean-up of the facility.
18. Renters assume liability for the cost of repairing damage to property or equipment. The City reserves the right to require applicants, when it is deemed necessary, to provide public liability and/or property damage insurance policies, and any other coverage to protect the property of the City of Meadows Place, including inflatables, dance floors, DJ's and other entertainment amenities. Written approval must be obtained two (2) weeks prior to rental from the Parks & Recreation Department.
19. **Emergencies, call 911.** Non-emergencies such as plumbing, AC/Heating, broken windows, building left a mess, **contact On-call personnel @ 281.642.7701, 281.642.7696 or 281.642.7699.**
20. Decorations may not be permanently attached; **TAPE OF ANY KIND IS PROHIBITED ON ALL SURFACES** (Wall putty is recommended).
21. **Liquids (example, juice or punch) of any type which contain red coloring are prohibited.**
22. Building capacity **must not exceed 165** people, by order of the Fire Marshal. Violation may result in forfeiture of deposit & future usage of the building. **A City official may enter the property at any time to verify that all rules are followed.**
23. Renters will comply with all City Ordinances, Federal and State Laws. Applicant's guests will behave accordingly.
24. Youth (defined as persons 18 years of age or younger) functions must have at least one adult chaperone for each ten (10) youth. Chaperons must be present for the duration of the function, set up and clean up time included.
25. Fire exits are to remain open, clear & unobstructed. All doors unlocked by users must be relocked upon leaving. Interior furnishings shall remain inside the building. Exterior or poolside furniture shall remain outside. Return temperature setting to appropriate temperature according to the sign above the thermostat.
26. The use of any flammable material is prohibited in the Community Center or surrounding property. **NO barbecue grills** are allowed **anywhere** on the grounds **unless approval has been received from the Parks & Recreation Director.**



**Parks & Recreation Department**  
One Troyan Drive  
Meadows Place, TX 77477  
281.983.2935

Community Center & Pool  
11975 Dorrance Lane  
Meadows Place, TX 77477

## **COMMUNITY CENTER INFORMATION**

Revised 10/16

### **Address:**

11975 Dorrance Lane  
Meadows Place, TX 77477

### **Basic:**

Per Fire Marshal, 165 person building capacity (standing room only)

Room Dimensions: 50' X 23'

To view prior to rental: come to City Hall between 9 am & 3 pm, leave Driver's License; a key will be issued to you to tour on your own; key to be returned within one (1) hour.

### **Amenities:**

- Chairs: 80 - 90
  - Rectangular Tables (6' x 30"): 16 (8 brushed aluminum, 8 white plastic)
  - Square Tables (4' x 4'): 4
  - Full size refrigerator/freezer
  - Microwave
  - There are six (6) electrical outlets
  - Garden Bench (inside)
  - Wrought Iron table & 6 chairs (in Garden area)
  - 2 Plastic Benches (in Garden area)
- (Indoor furniture must stay indoors; outdoor furniture must stay in Garden area)

### **Rental Hours:**

- Sunday – Thursday 8 am to 10 pm
- Friday & Saturday 8 am to 11:30 pm
- If rented New Year's Eve, may stay open until 1 am
- If rented on Sunday of holiday weekend may stay open until 11:45 pm

### **Exclusions:**

- Pool access is not included or allowed
- Use of the electronic equipment is not included or allowed

**The building & parking lot must be completely vacated no later than rental hours.**

### **Inflatables and other entertainment:**

If you wish to include inflates or other entertainment amenities, equipment or personnel, please contact the Parks & Recreation Department at least two (2) weeks prior to your rental for additional information and requirements; ***there is no additional charge.***

### **Pool Rentals:**

The community pool can be rented for private parties in the evenings after the pool closes to the public; generally, private parties begin at 8:30 pm and end at 11:30 pm. Lifeguards are included in Pool Rental fees; use of the Community Center is NOT INCLUDED but can be added. Reservations are made through the Parks & Recreation Department at City Hall.