

**Failure to follow rules will result in forfeiture of deposit**

1. Requests for Reservations must be made in person at City Hall, 1 Troyan Dr, Meadows Place / Monday - Friday, 8:30 am - 4:00 pm (excluding holidays).
2. To view facility prior to rental, come to Meadows Place City Hall between 8:30 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.
3. To Request a Reservation, bring a completed Community Center Reservation Form, a copy of your Driver's License and rental fee to City Hall. Payment can be made in cash or credit card. Renters must be 21 years of age or older. Reservations are non-transferable. A resident is considered a COMP property owner / renter in good financial standing with COMP. A Government ID with property address and current water bill are required as proof.
4. The Deposit will be paid in cash and the key to the Community Center will be picked up at City Hall on the last business day prior to the rental and returned the next business day by 4pm to City Hall, 1 Troyan Dr. It is the renter's responsibility to pick up & return the key, M- F 8:30 am - 4 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.**
5. **Cancellations made up to 1 month prior to rental will receive a 100% refund of rental fee. Cancellations made up to 14 days prior to rental will receive a 50% refund of rental fee. Cancellations made within 7 days of rental will result in forfeiture of the rental fee. Request must be in writing through email. [utilities@cityofmeadowsplace.org](mailto:utilities@cityofmeadowsplace.org)**
6. 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.
7. Requested hours must include set 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 11:45pm Friday - Sunday.
8. 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.
9. 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.
10. Renter is responsible for set up.
11. Trash cans are provided however, if additional trash bags are needed, renter must provide.
12. Decorations **MUST** be tabletop or floor display. Wall and window displays **ARE NOT** allowed. No tapes, nails, tacks, push pins, sticky tack, stickers, 3M hooks, fog machines, piñatas, confetti, paint, or powder paint allowed.
13. Liquids (example, juice or punch) of any type which contain red coloring are prohibited.
14. Renters have use of kitchenette including refrigerator, microwave, tables & chairs. The projector & screen are not for public use.
15. Bounce House, grill, live animals, confetti and pinatas are not allowed.
16. Renter is responsible for clearing tables of all decorations, food, and removal of personal property; the City will provide clean-up of the facility.
17. Fire exits are to remain open, clear & unobstructed.
18. All doors unlocked by users must be relocked upon leaving. **FAILURE TO SECURE BUILDING WILL RESULT IN FORFEITURE OF DEPOSIT; NO EXCEPTIONS.**
19. Interior furnishings shall remain inside the building. Exterior furniture shall remain outside.
20. Return temperature setting to appropriate temperature according to the sign above the thermostat.
21. The use of any flammable material is prohibited in the Community Center or surrounding property. NO barbecue grills or flame candles are allowed anywhere on the grounds. Sterno is acceptable but must be extinguished completely prior to disposal.
22. 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 5 calendar years.
23. Renters assume liability for the cost of repairing damage to property or equipment.
24. 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. Facility can accommodate 165 without tables and chairs. Facility can accommodate 70 comfortably with tables and seating for 70. Facility can accommodate 90 comfortably with chairs only. A City official may enter the property at any time to verify that all rules are followed.
25. Renters will comply with all City Ordinances, Federal and State Laws. Applicant's guests will behave accordingly.
26. Youth (defined as persons 18 years of age or younger) functions must have at least one adult chaperon for each ten (10) youth. Chaperons must be present for the duration of the function, set up and clean up time included.
27. Community Center reservations will not be permitted for business gatherings / purposes.
28. The City of Meadows Place reserves the right to revoke privileges based on applicant's (or group's) past rental/usage history.
29. Programs conducted by the City of Meadows Place will be given priority at all times.

**Emergencies, call 911 / Non-emergencies such as plumbing, AC/Heating, broken windows, building left a mess, contact On-call personnel @ 346.364.9496.**

**11975 Dorrance, Meadows Place 77477**

**How do I reserve the Community Center:**

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**Request must be in writing through email at [utilities@cityofmeadowsplace.org](mailto:utilities@cityofmeadowsplace.org)**

**Capacity:**

- Per Fire Marshal, 165 person building capacity (standing room only NO tables / chairs)
- 90 person with chairs only
- 70 person with tables and chairs
- Room Dimensions: 50' X 23'

**Amenities:**

- Chairs: 90
- Rectangular Tables (6' x 30"): 16
- Full size refrigerator/freezer
- Microwave
- There are six (6) electrical outlets
- Wrought Iron table & 6 chairs (in Garden area)
- Patio couch & wooden bench seating (in Garden area)  
(Indoor furniture must stay indoors; outdoor furniture must stay in Garden area)

**Rentable Hours:**

- Friday / Saturday / Sunday 8 am to 11:45pm
- **The building & parking lot must be completely vacated no later than your approved rental hours.**
- If rented New Year's Eve, may stay open until 1 am

**Exclusions:**

- Pool access is not included or allowed unless pool was included in reservation.
- Use of the electronic equipment is not included.
- Inflatables and pinatas are not allowed.
- Decorations **MUST** be tabletop or floor display **ONLY**. Wall and window displays **ARE NOT** allowed. No tapes, nails, tacks, push pins, tacky tack, stickers, 3M hooks, fog machines, confetti, paint, or powder paint allowed.
- Cooking food on site is not allowed. Warmers and steno is acceptable.
- See "[Rules for Use of the Community Center](#)" for complete list.
- Failure to follow ALL rules will result in forfeiture of deposit.