

COMMUNITY CENTER RESERVATION FORM *Revised 08/01/2022

Building Capacity: 165 per Fire Marshall with no tables or chairs.

Reservations must be made in advance and in person at City Hall. City Hall office hours are M - F, 9 am - 4 pm (excluding holidays). To rent the Community Center, **a rental fee** must be paid at time of reservation; **refundable cash deposit**, must be paid at time of key pick up on the last business day prior to your rental. Read **RULES FOR USE** carefully. Key must be returned to Meadows Place City Hall the first business day following rental (drop box okay over weekends).

FAILURE TO FOLLOW ALL RULES WILL RESULT IN FORFEITURE OF DEPOSIT

Deposit/Rental Fees	Resident (Proof of Residency Required)	Non-Resident
Community Center No alcohol	\$295 Rental Fee (paid at time of reservation) \$200 Cash Deposit (refundable, paid at time of key pick up)	\$470 Rental Fee (paid at time of reservation) \$375 Cash Deposit (refundable, paid at time of key pick up)
Community Center With alcohol	\$395 Rental Fee (paid at time of reservation) \$300 Cash Deposit (refundable, paid at time of key pick up)	\$570 Rental Fee (paid at time of reservation) \$475 Cash Deposit (refundable, paid at time of key pick up)
Ice Maker/Cooler Rental	\$25	\$25

Rental Time must include set up & clean up; building/pool MUST BE VACATED by end of rental period.

Print Name: _____ Cell: _____ Other Phone: _____

Address, City, State: _____

Email: _____

Event Date: _____ Rental Time: _____ am/pm UNTIL _____ am/pm

Type of Function: _____ Number of People Attending: _____

I, _____ (print name), VERIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT AND THAT I HAVE RECEIVED AND READ A COPY OF THE RENTAL POLICIES (RULES & REGULATIONS) FOR USE OF THE City of Meadows Place Community Center and/or Pool AND FURTHERMORE AGREE TO ABIDE BY THEM. I FURTHER AGREE TO BE PRESENT DURING THE TIME I HAVE RESERVED. I UNDERSTAND THAT THE City of Meadows Place SHALL NOT BE RESPONSIBLE FOR LOSS OF PROPERTY OR PERSONAL INJURY SUSTAINED BY USERS OF THE COMMUNITY CENTER AND TO THE PERSON AND PROPERTY OF ALL USERS AND SPECTATORS.

SIGNATURE:

DATE & TIME:

Office Use Only	Date↓			Renter's Initial↓	Staff Initial↓
1	Cash Deposit	Copy of DL Received	\$	Rules Received	
2	Rental Fee	Cash/Money Order/Credit Card Auth #	\$		
3	Key Pick Up	Key Color/#		Key Received	
4	Key Return	Key Color/#			
5	Deposit Return	Cash Only	\$	Deposit Refunded	

Confirmation:

Pool Staff Notification:

Post Rental Inspection: **OKAY TO REFUND DEPOSIT** **DO NOT REFUND DEPOSIT - see attached**

RULES FOR USE OF THE COMMUNITY CENTER

Revised 6/29/22

1. Requests for Reservations must be made in person at City Hall @ 1 Troyan Dr. during normal business hours, Monday - Friday, 9:00 am and 4:00 pm (excluding holidays). To view facility prior to rental, come to Meadows Place 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 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 and be in good financial standing with the City of Meadows Place.** Reservations are non-transferable.
3. 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 function and **returned the next business day by 3pm to City Hall, One Troyan Dr.** It is the renter's responsibility to pick up & return the key during business hours, Monday - Friday 9 am - 3 pm. Failure to pick up key and/or return the key by 3:00 pm the next business day following the rental will result in **forfeiture of deposit, NO EXCEPTIONS.**
4. Decorations **MUST** be tabletop or floor display. Wall and window displays **ARE NOT** allowed. No tapes, nails, tacks, push pins, ticky tack, stickers, 3M hooks, fog machines, piñatas, confetti, paint, or powder paint allowed.
5. **Liquids (example, juice or punch) of any type which contain red coloring are prohibited.**
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 one month prior to scheduled usage will receive a 100% refund of deposit; all cancellations made up to fourteen (14) 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. The projector & screen are not for public use.
12. 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.**
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 FORFEITURE OF DEPOSIT; NO EXCEPTIONS.**
14. 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.
15. **Renter is responsible for set up.**
16. **Bounce House, grill, live animals, confetti and pinatas are not allowed.**
17. Renter is responsible for clearing tables of all decorations, food, 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 dance floors, DJ's and other entertainment amenities. Written approval must be obtained at time of booking 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, or 281.642.7696.**
20. 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.**
21. Renters will comply with all City Ordinances, Federal and State Laws. Applicant's guests will behave accordingly.
22. 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.
23. 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 furniture shall remain outside. Return temperature setting to appropriate temperature according to the sign above the thermostat.
24. 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 **unless approval has been received from the Parks & Recreation Director.**



Parks & Recreation Department
One Troyan Drive
Meadows Place, TX 77477
346-754-5873

Community Center
11975 Dorrance Lane
Meadows Place, TX 77477

COMMUNITY CENTER INFORMATION

Revised 6/29/22

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 Meadows Place Coty 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: 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)
 - 2 Plastic Benches (in Garden area)
 - Patio couch & wooden bench seating (in Garden area)
- (Indoor furniture must stay indoors; outdoor furniture must stay in Garden area)

Rental Hours:

- Monday – Thursday 8 am to 11 pm
- Friday & Sunday 8 am to 11:45pm
- 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, piñatas, confetti, paint, or powder paint allowed.
- Cooking food on site is not allowed.

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