

Georgetown Parks & Recreation
Administration Office
 1101 N. College St.
 P.O. Box 409
 Georgetown, TX 78627
 (512) 930-3595



The physical address for the
 Georgetown Community Center is:
 445 E. Morrow Street, Georgetown, TX 78626

Georgetown Community Center Rental Information

The City of Georgetown welcomes you and thanks you for your consideration in renting our Community Center! We hope you and your family or group will enjoy a memorable event. If you encounter a facility problem after business hours, on weekends, or holidays, you may call the designated parks on-call employee for assistance at (512) 215-1889.

Please remember that the **City of Georgetown is not responsible for lost or stolen articles**. Be sure to remove all personal items brought into the Center, **as access to the Center is limited to the date of your event only**.

Rental Rates, Deposits & Fees

Rental rates, deposits and fees for use of the Center have been established by the City. Rental rates are based on a per day basis. **The whole building** must be rented for events with music, dances or alcohol. **Half building** rentals are not offered on Friday or Saturday.

	Whole Building		½ Building	½ Building w/ Courtyard
	Sunday – Thursday	Friday & Saturday	Sunday – Thursday	Sunday – Thursday
Rental Rate	\$800	\$1200	\$550	\$600
Non-Profit (501c3)	\$400	\$500	\$250	\$300

Deposits (refundable, subject to procedures)

- Damage and clean-up deposit: \$500.00
- Damage and clean-up deposit for rentals with music, dances or alcohol: \$1,000.00 (*whole building required*)
- Damage deposit will be refunded within two weeks provided all procedures are met, including building condition and rental agreement times

Additional Fees (non-refundable)

- Security Officer(s): Security is required for events with alcohol or dancing. The renter is responsible for hiring at least one security officer for their event, for a minimum of 4 hours. The officer must be present during the main time of their event. Renters must use the City of Georgetown Police as security for their event. Please call Lieutenant Craig Murray at (512) 930-2540 to schedule
- Additional clean-up fees: If damages exceed the amount of the damage deposit, the renter will be required to return the facility to pre-use conditions. Fees to be charged will be for the direct costs of labor, materials, supplies and equipment
- Before or after-hours fee: For any event that the renter occupies the facility **before 7:00 a.m. and/or past midnight, the entire damage deposit will be forfeited**. With the exception of New Year’s Eve, the building must be vacated by 2:00 a.m.

Reservations

The Center may be reserved up to **one year in advance**. However, in the event that more than one person requests the Center for the same date one year in advance, a lottery drawing will be held. Names will be taken between 8:00 a.m. and 12:00 p.m. and the drawing will be held at 12:00 p.m. Reservations requiring a lottery drawing are for the entire day only, and no partial day rentals are permitted.

The lottery procedure shall not apply to whole building rentals of two or more consecutive days, unless two or more requests reservations of the Center for the same dates a year in advance. There are no refunds on cancellations of consecutive day rentals. The renter is liable for a minimum of two or more day rental fees.

Payment

The City of Georgetown requires a \$100.00 **non-refundable** rental reservation fee at the time of booking. This will be applied to the rental fee total. The balance of the rental fee is due **90 days prior** to the event. If the rental is not paid 90 days prior to the rental date, the event will be cancelled. The damage deposit is due **30 days prior** to your event. If you decide to cancel your reservation, you must inform the City 90 days prior to your rental date to assure a full refund of paid deposit and rental fees. The rental fee will not be refundable after the 90 days have passed.

Important Rental Information

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- Representatives of all groups and entities, and any person or entity reserving the Center, agree to indemnify the City of Georgetown for all personal injuries and property damages incurred from the use and occupation of the facility
- Any user may reserve the Center three times each calendar year. Each reservation shall not exceed three consecutive calendar days
- Official use of the Center will take precedence over any and all reservations that may be in effect in the event of an emergency (as identified by the Georgetown Emergency Operations Management Team) requiring the group sheltering of Georgetown citizens or residents from the general area. Such pre-emption shall be without liability to the City for any and all damages that may result from the prior reservation
- In the event that a renter does not follow rental procedures, including but not limited to damages and clean-up, the renter will be denied future rentals

Refunds

Upon return of the key, review of the security footage and examination of the building, your deposit will be refunded less any damages or clean-up charges. The refund will be processed via check within two weeks of the completion of your rental.

Insurance

The insurance requirements will be followed if the event requires a City of Georgetown Special Event Permit.

Alcoholic Beverages

In the state of Texas, any person who provides alcoholic beverages to another may be responsible for the actions of that person, including injuries to persons or property. The City of Georgetown does not assume any responsibility for injuries arising out of any events not sponsored by the City. Individuals should use special care if alcoholic beverages are being served at the event. Additionally, all sales of alcoholic beverages are to be made in compliance with the Texas Alcoholic Beverage Commission. For questions concerning the sale of alcoholic beverages and/or obtaining a permit, call the Texas Alcoholic Beverage Commission's Austin District Office at (512) 451-0231.

Facility Information

- Hours of Use: 7:00 a.m. – midnight
- Size: The building is 139 feet long x 50 feet wide with a large courtyard at the east end of the facility, as well as a main entrance at the front.
- Kitchen: The kitchen is equipped with two stoves and a large refrigerated cooler. Utensils and cooking equipment (pots and pans) **are not provided**. The serving window is 155" X 53" on the east side of the building.
- Return Air Vents: There are return air vents on the north walls of the building. They are 127" X 81" on each side and **must never be covered**.
- Tables: The City provides approximately **60 tables** (30"x96") and approximately **400 chairs**.
- Room Partition: The main room can be divided in half with the room partition; completely opened or closed. Only Parks and Recreation Staff may set up or take down the partition and it will stay for the duration of the event. This must be scheduled when the renter picks up the key for the facility.
- P.A. Systems: The Center's public addresses system includes a built-in-speaker system for speaking only and microphones are available upon request. Renter will not have access to plug into the system.
- Trash: Garbage bags and trash receptacles are supplied for clean-up.
- Barbecue Pits: Large barbecue pits are available behind the Center.
- Heating/Cooling: The Center is equipped with central heat and air and the thermostat is preset.
- Restrooms: Large, separate restroom facilities are available for men and women.

For more information, call Parks and Recreation Administration at (512) 930-3595.



Georgetown Community Center Rules and Regulations

1. A contract agreement must be signed by the renter prior to the event, which acknowledges receipt of Georgetown Community Center Rental Information and Georgetown Community Center Rules and Regulations. The person signing the agreement must provide a valid photo identification card, which will be copied, and this person will be responsible for any damages. The responsible party will receive the damage deposit and will be sent to the address listed on the account.
2. You must be 21 years of age or older to rent the Georgetown Community Center and hold a valid state issued driver's license or identification card.
3. The renter may obtain a key to the Center one business day prior to the rental date must be returned the following business day. Keys to the building will not be issued without signed contract agreement and valid identification.
 - a) Keys must be picked up and returned during regular business hours which are Monday – Friday, 8 a.m. to 5 p.m. If your rental is on Saturday, Sunday or a holiday, you must pick up the key on the closest business day prior to your rental **before** 5:00 p.m.
 - b) If you do not pick up the key for your rental and the parks on-call employee is called out to open the facility, \$150.00 will be retained from your damage deposit.
 - c) Use the swipe key to unlock the front door. Once inside, if you face the door there is a keypad to the left of the door that unlocks the bar on front door. On the keypad, key in 1976*, the bar will slide open. When leaving the building at the end of the night, you have to re-enter 1976* for the bar to slide back in order for the front door to lock.
4. Non-profit renters must provide a copy of non-profit status from the state of Texas.
5. Renters are responsible to inform their guest/event attendees of all rules and regulations.
6. Set up time and clean up time are part of the total rental time.
7. Renter is responsible for set-up and takedown of the rental. Set-up cannot commence before 7:00 a.m. and takedown must be completed before the end of the reservation period.
8. More than one function may be scheduled at the same time, please be respectful of other user groups.
9. Use of the facility does not in any way imply that the Georgetown Community Center or the City of Georgetown endorses, encourages, or approves the purpose of the user.
10. This building is protected by a fire sprinkler and a fire alarm system. The following procedures shall be observed at all times:
 - a) Fog machines are not allowed. The use of pyrotechnics or smoke or faux smoke generating devices requires permitting by Fire Inspections.
 - b) At no time shall fire protection devices be rendered unusable. This is to include the blocking of fire extinguishers, the blocking of fire alarm pull stations, the covering of smoke detectors and/or the covering of audio/visual alarm devices.
 - c) Decorations shall not be attached to any fire protection device.
 - d) Marked exits shall not be blocked.
 - e) In case of fire alarm activation, exit the building immediately in a safe manner. Re-enter only at the direction of Fire Department officials on site. If the fire department has to come out, the renter will be charged for the call out and the event will end.
11. Table and free standing decorations are preferred. No thumbtacks, tape, staples or glue will be allowed to attach decorations anywhere in the building which includes tables, chairs and the floor. No decorations will be allowed to be hung/draped over the beams or attached to the beams of the building.
12. Use rollup doors for loading/unloading. No vehicles are allowed inside the building for any reason.
13. No glass bottles less than 1 quart in size, such as beer or soda bottles, are permitted.
14. No propane tanks are allowed inside the Georgetown Community Center, including those used for gas grills. Barbecue pits are located behind the building for your use.
15. Music is permitted inside the building only. Any outside music will require a special events permit from the City of Georgetown.

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16. No smoking is allowed in the building or within 15 feet of any entrance to the building.
17. Animals are not allowed in the building, except for service animals.
18. Unauthorized intoxicants, drugs and controlled substances are strictly prohibited.
19. Existing signs placed in the building by the City of Georgetown may not be removed or relocated. Any person found in possession of or damaging articles belonging to the Georgetown Community Center will be subject to proper legal actions.
20. All kitchen items, tables, chairs and audio equipment, etc. are property of the City of Georgetown and shall not be removed from the building at any time.
21. The City of Georgetown is not responsible for lost, damaged or stolen personal items during your rental period.
22. Recycling containers are available and encouraged for use to reduce sending material to the landfill; at the end of your event, please gather and place recyclables into the recycling dumpster behind the building. Refer to the Texas Disposal Systems "Yes/No" recycling list for acceptable items.
23. You are required to do general clean-up, bag all trash and place it in the dumpster behind the building for collection. Additional cleaning supplies may be needed to clean and renter would be responsible for providing them.
 - a) Trash bags are available in the kitchen, as well as brooms and mops in the janitorial closet.
 - b) Any excess debris, water, etc. must be swept and/or mopped up.
 - c) Kitchen must be cleaned, which includes but is not limited to stoves, ovens, sinks, countertops, coolers, floors, etc.
 - d) Tables and chairs must be wiped down and put back in the storage area with tables on the west side of the building and chairs on the east side of the building.
 - e) Any equipment, decorations, food or other items brought in by the renter or attendees must be removed prior to the end of your rental period.
24. All persons and belongings must be out of the building and off premise by the end of the reservation period. Any items left behind are subject to immediate disposal.
25. All lights are to be turned off when event is complete.
26. All doors must be closed and properly locked when the event is complete. The renter agrees to pay for additional damages from misuse or failure to properly lock the building and/or additional time required to clean and/or restore the facility.
27. Security cameras will be viewed prior to security deposit being refunded.

I have read and understand the all policies and have paid all required fees for use of the Community Center. I have paid a deposit and a rental fee for use of the Community Center. I understand my deposit will not be processed back until the key has been returned, the Community Center has been left clean and there are no damages to building, grounds, fixtures or appliances. I have been given swipe card # _____. I agree to return this key to Georgetown Parks and Recreation Administration Building the next business day following my rental.

Signature: _____ Phone: _____ Date: _____

Date Key Issued	Key Number	Employee Issuing Key	Date Key Returned
Was Microphone Issued	Microphone ID	Was Microphone Returned	Was Microphone Returned Undamaged
Additional Notes:			

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Georgetown Police Department – Event Security Form for Community Center

The following information is needed to set up security for your event. Please answer and agree to the following information. Completed forms should be emailed to Sergeant Bill Pascoe (bill.pascoe@georgetown.org) and Lieutenant Craig Murray (craig.murray@georgetown.org).

- Security is required for all events that have alcohol or dancing.
- An additional security officer may be required per the discretion of the Georgetown Police Department.
- The officer(s) must be present during the event, while alcohol is served and through the end of your reservation period.
- Your security officer(s) must be secured no later than 30 days prior to your event date. Proof of hire should be emailed to: amber.mims@georgetown.org and jill.kellum@georgetown.org

Name: _____

Address: _____

Cell Number: _____

Email Address: _____ *(for billing invoice)*

Location of your event: _____

Date of your event: _____

Timeframe of your rental: _____

Start time of when alcohol or dancing will begin: _____

Total number of security hours: _____

(There is a 4-hour minimum – example 8 pm to 12 am. The rate is \$50.00 an hour)

You will be required to pay the officer at your event. The client will be responsible for excess security past the rental agreement times.

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Georgetown Community Center Tables and Chairs Returned to Kitchen

**East Side: Chairs
Stack 32 on carts
Do not block the pipes or the lock box.**



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**West Side: Tables
Stack tables 13 high on cart**

