



**Community Room and Conference Room Rental Information**

The Community Room and Conference Room are located at 1101 N. College Street, Georgetown, TX 78626. The Community Room can be rented during regular business hours, after hours and weekends. The Conference Room can be rented during regular business hours. Regular business hours are Monday – Friday, 8 a.m. – 5 p.m., excluding holidays. The Conference Room can also be rented in conjunction with the Community Room after hours and weekends. If you encounter a facility problem after business hours call the parks on-call employee for assistance at (512) 215-1889.

**Hours of Use**

- Community Room 8:00 a.m. – 10:00 p.m. Sunday - Saturday
- Conference Room 8:00 a.m. – 5:00 p.m. Monday – Friday, unless rented in conjunction with Community Room

**Rental Rates & Deposits**

<b>Community Room</b>		
Rental Rate	\$25/hour	\$200 all day
Non-Profit (501c3)	\$15/hour	\$120 all day
<b>Conference Room</b>		
Rental Rate	\$15/hour	\$120 all day
Non-Profit (501c3)	\$10/hour	\$80 all day

**Deposits (refundable, subject to procedures)**

- Damage deposit: \$100.00

**Additional Fees (non-refundable)**

- 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.

**Reservations**

- The Community Room and Conference Room may be reserved up to one year in advance.

**Payment**

- The City of Georgetown requires the rental fee and damage deposit be paid at the time of booking. Cancellations for the room must be made two weeks prior to the event for the renter to receive a full refund.

**Important Rental Information**

- Representatives of all groups and entities, and any person or entity reserving the Community Room and Conference Room, agree to indemnify the City of Georgetown for all personal injuries and property damages incurred from the use and occupation of the facility.
- Official use of the Community Room and Conference Room will take precedence over all reservations. Such pre-emption shall be without liability to the City for all damages that may result from the prior reservation.
- If 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, the damage deposit will be refunded less any damages or clean-up charges. The refund will be processed within two weeks of the completion of the rental.

**Alcoholic Beverages**

- Alcohol is not allowed at this facility.



### **Facility Information**

- Community Room Capacity: 79 people; 60 seated
- Community Room Tables/Chairs: Approximately 30 tables (5' X 2') and 60 chairs
- Water Fountain: One water fountain
- Projector Screen: Wall mounted projector screen
- AV Equipment: The renter is responsible for supplying their own AV equipment.
- Restroom: One restroom
- **Conference Room Capacity:** 23 people
- **Conference Room Tables/Chairs:** One conference table and approximately 13 chairs
- **Conference Room AV equipment:** One monitor with HDMI capability
- Heating/Cooling: Central heat and air with preset thermostat

### **Conference Room and Community Room**



### **Community Room and Conference Room Rules and Regulations**

1. A contract agreement must be signed by the renter prior to the event, which acknowledges receipt of Community Room and Conference Room Rental Information and Rules and Regulations.
2. The renter must be 21 years of age or older to rent the Community Room and Conference Room and hold a valid state issued driver's license or identification card.
3. Keys to the building will not be issued without a signed contract agreement and valid identification.
  - a) Keys must be picked up and returned between the hours of 8 a.m. to 4:30 p.m., Monday – Friday. If the rental is on Saturday, Sunday, or a holiday, the renter must pick up the key on the closest business day prior to the rental.
  - b) If the renter does not pick up the key and the parks on-call employee is called out to open the facility, \$100.00 will be retained from the renter's damage deposit.
  - c) Use the swipe key to unlock the front door. Push the door in for it to release. Unlock the door on the handle. Upon leaving the facility lock both doors with the lock on the handle.
4. Non-profit renters must provide a copy of non-profit status from the state of Texas.
5. The renter is responsible to inform guests/event attendees of all rules and regulations.
6. Set up time and clean up time are part of the total rental time.
7. The renter is responsible for set up and takedown of the rental. Set up cannot commence before 8:00 am and takedown must be completed before the end of the reservation period.
8. Use of the facility does not in any way imply that the Community Room and Conference Room or the City of Georgetown endorses, encourages, or approves the purpose of the user.
9. This building is protected by 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 must come out, the renter will be charged for the call out and the event will end.
10. 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.
  11. Glass bottles less than 1 quart in size, such as soda bottles, are not permitted.
  12. Music is permitted inside the building only. Any outside music will require a special event permit from the City of Georgetown. Music will only be allowed during non-business working hours.
  13. No smoking is allowed in the building or within 15 feet of any entrance to the building.
  14. Animals are not allowed in the building, except for service animals.
  15. Unauthorized intoxicants, drugs and controlled substances are strictly prohibited. Alcohol is prohibited.
  16. 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 Community Room and Conference Room will be subject to proper legal actions.
  17. All tables, chairs and other equipment are property of the City of Georgetown and shall not be removed from the building at any time.
  18. The City of Georgetown is not responsible for lost, damaged, or stolen personal items during the rental period.
  19. The renter is required to do general clean up and bag all trash. Additional cleaning supplies may be needed to clean, and the renter would be responsible for providing them.
    - a) Tables and chairs must be wiped down and put back in place according to the room layout.
    - b) Any equipment, decorations, food, or other items brought in by the renter or attendees must be removed prior to the end of the rental period.
  20. 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.
  21. All lights are to be turned off when event is complete.
  22. 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.
  23. Security cameras will be viewed prior to security deposit being refunded.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Key Issued	Key Number	Employee Issuing Key	Date Key Returned

Additional Notes: