

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

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 Center must be rented for events with music, dances, or alcohol. Half Center rentals are not offered on Friday or Saturday. The City of Georgetown is not responsible for lost or stolen articles. Remove all personal items brought into the Center, as access to the Center is limited to the date of your event only.

### Hours of Use

- 7:00 a.m. – midnight
- 7:00 a.m. – 2:00 a.m. **for New Year’s Eve only**

	Whole Center		½ Center	½ Center 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 (*whole Center required*): \$1,000.00
- Damage deposit will be refunded within two weeks after the rental, provided all procedures are met including Center condition and rental agreement times.
- For any event that the renter occupies the Center before 7:00 a.m. and/or past midnight, the entire damage deposit will be forfeited.

### Additional Fees (non-refundable)

- Security Officer(s): Security is required for events with music, alcohol or dancing. The renter is responsible for hiring at least one security officer for the event, for a minimum of 4 hours. The officer must be present during the main time of the event. Renters must use the City of Georgetown Police Department as security for the event. Complete and email the enclosed event security form to [bill.pascoe@georgetown.org](mailto:bill.pascoe@georgetown.org) or call Sergeant Bill Pascoe at (512) 930-8407 to schedule.
- Additional clean-up fees: If damages exceed the amount of the damage deposit, the renter will be required to return the Center to pre-use conditions. Fees to be charged will be for the direct costs of labor, materials, supplies and equipment.

### Reservations

The Center may be reserved up to one year in advance. However, if 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 Center 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 the event. If the renter decides to cancel the reservation, the renter must inform the City 90 days prior to the rental date to assure a full refund of paid deposit and rental fees. The rental fee will

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not be refundable after the 90 days have passed.

### **Additional Information**

- 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 Center.
- 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.
- 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 Center, 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.

### **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) 206-3333.

### **Center Information**

- Size: The main hall is 139 feet long x 50 feet wide with a large courtyard at the east end of the Center, as well as a foyer.
- 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 Center.
- Return Air Vents: There are return air vents on the north walls of the Center. 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 Center.
- 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 the Georgetown Community Center Rental Information and the 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 it will be sent to the address listed on the account.
2. The renter must be 21 years of age or older to rent the 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 and must be returned the following business day or dropped in the lock box at the Center at the completion of the event. Keys to the Center will not be issued without a signed contract agreement and valid identification.
  - a) Keys must be picked up Monday – Friday, 8 a.m. to 4:30 p.m. For rentals on Saturday, Sunday or a holiday, the renter must pick up the key on the closest business day prior to the rental before 4:30 p.m.
  - b) If the key is not pick up for the rental and the parks on-call employee is called out to open the Center, \$150.00 will be retained from the damage deposit.
  - c) Use the swipe key to unlock the front door. Once inside, 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 Center at the end of the night, re-enter 1976\* for the bar to slide back for the front door to lock.
4. Non-profit renters must provide a copy of non-profit status from the state of Texas.
5. The renter is responsible to inform the 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. The renter may not enter the Center prior to 7:00 a.m. and must exit the Center before midnight.
8. More than one function may be scheduled at the same time; for ½ Center rentals, please be respectful of other user groups.
9. Use of the Center does not in any way imply that the Center or the City of Georgetown endorses, encourages, or approves the purpose of the user.
10. This Center 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/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 Center 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.
11. Table and free-standing decorations are preferred. No thumbtacks, tape, staples, or glue will be allowed to attach decorations anywhere in the Center which includes tables, chairs, doors, and the floor. No decorations will be allowed to be hung/draped over the beams or attached to the beams of the Center.
12. Use rollup doors for loading/unloading. No vehicles are allowed inside the Center 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 Center, including those used for gas grills. Barbecue pits are located behind the Center.
15. Music is permitted inside the Center only. Any outside music will require a special event permit from the City of Georgetown.

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16. No smoking is allowed in the Center or within 15 feet of any entrance to the Center.
17. Animals are not allowed in the Center, except for service animals.
18. Unauthorized intoxicants, drugs and controlled substances are strictly prohibited.
19. Existing signs placed in the Center by the City of Georgetown may not be removed or relocated. Any person found in possession of or damaging articles belonging to the 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 Center at any time.
21. The City of Georgetown is not responsible for lost, damaged or stolen personal items during the rental period.
22. Recycling containers are available and encouraged for use to reduce sending material to the landfill; at the end of the event, please gather and place recyclables into the recycling dumpster behind the Center. Refer to the Texas Disposal Systems "Yes/No" recycling list for acceptable items.
23. The renter is required to do general clean-up, bag all trash, and place it in the dumpster behind the Center 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.
  - e) 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.
24. All persons and belongings must be out of the Center 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 Center and/or additional time required to clean and/or restore the Center.
27. Security cameras will be viewed prior to security deposit being refunded.

Date Key Issued	Key Number	Employee Issuing Key	Date Key was Returned
Date Microphone Issued	Microphone ID	Employee Issuing Microphone	Date Microphone was Returned
Is security required?  Yes / No		Date GPD set up security  ____/____/____	Employee who verified security

I have read and understand all the policies and have paid all required fees for use of the Community Center. I have paid the deposit and the rental fee for use of the Community Center. I understand my refund for the damage deposit will not be processed back until the key, microphone and any other items have been returned, the Community Center has been left clean and there are no damages to Center, grounds, fixtures, or appliances. I agree to return the key, microphone and any other items to Georgetown Parks and Recreation Administration Office the next business day following my rental or drop items in the lock box at the Center.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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## **Georgetown Police Department – Event Security Form for Community Center**

The following information is needed to set up security for the event. Please answer and agree to the following information. Completed forms should be emailed to Sergeant Bill Pascoe, [bill.pascoe@georgetown.org](mailto:bill.pascoe@georgetown.org) and copy Lieutenant Bert Witcher [bert.witcher@georgetown.org](mailto:bert.witcher@georgetown.org).

- Security is **required** for all events that have music, 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 or during a dance and through the end of the reservation period.
- The renter will be responsible for excess security past the rental agreement times.
- The renter will be required to pay the officer at the event by cash or check.
- There is a 4-hour minimum – example 8 pm to 12 am. The rate is \$50.00 an hour.
- Security officer(s) must be secured no later than 30 days prior to the event date. Proof of hire should be emailed to: [jill.kellum@georgetown.org](mailto:jill.kellum@georgetown.org) and [amy.castillo@georgetown.org](mailto:amy.castillo@georgetown.org).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Location of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Timeframe of rental: \_\_\_\_\_

Start time of when alcohol or dancing will begin: \_\_\_\_\_

Total number of security hours: \_\_\_\_\_

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### **Georgetown Community Center Tables and Chairs Stored in Kitchen**

