



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 may only be rented during regular business hours. Regular business hours are Monday – Friday, 8:00 a.m. – 5:00 p.m., excluding holidays. 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

Rental Rates

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

Deposit (Refundable, subject to procedures)

- Damage deposit: \$100.00
- Deposit is required for Community Room rental.

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 six months in advance.

Payment

- The City of Georgetown requires the rental fee and damage deposit be paid at the time of booking.

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/Cancellations

- 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 30 days of the completion of the rental.
- Cancellations for the room must be made at least fourteen (14) days prior to reservation date to receive a full refund. Reservations cancelled within fourteen (14) days of the reservation date will be charged a 20% administrative fee. Cancellation requests are made through the Parks and Recreation Administration Office staff at (512) 930-3595 during regular office hours, Monday – Friday, 8:00 a.m. – 5:00 p.m.

Alcoholic Beverages

- Alcohol is not allowed at this facility.

Facility Information

Community Room

- Capacity: 79 people; 60 seated
- Tables/Chairs: Approximately 30 tables (5' x 2') and 60 chairs
- AV Equipment: Wall mounted projector screen and one monitor with HDMI capability
- Water Fountain: One water fountain
- Restroom: One restroom

Conference Room

- Capacity: 13 people
- Tables/Chairs: One conference table and approximately 13 chairs
- AV equipment: One monitor with HDMI capability

Community Room and Conference 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 between the hours of 8:30 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. At the end of the rental, leave the key in the dropbox located on the wall on the right side of the room.
 - 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) Scan key card to unlock the front door. Push the door in for it to release, and then pull open. For the door to remain unlocked, turn the lock on the handle. Upon leaving the facility, secure 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 a.m. or the beginning of the reservation period and takedown must be completed before 10:00 p.m. or 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) Candles or any open flames are not allowed.
 - b) Fog machines, pyrotechnics, smoke-generating devices, or faux smoke-generating devices are not allowed.
 - c) At no time shall fire protection devices be rendered unusable. This includes 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.
 - d) Decorations shall not be attached to any fire protection device.
 - e) Marked exits shall not be blocked.
 - f) 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.
 - g) If the fire department must come out, the renter will be charged for the call out and the event will end.
10. No adhesive materials, screws, nails, tape, glue, thumbtacks, or staples will be allowed to attach decorations or signs to the tables, chairs, windows, walls, ceiling, or floor. No signs or decorations can be permanently affixed. The use of synthetic or colored flower petals, confetti, rice, seed, balloons, glitter, sparklers, or other similar items are not permitted. The use of incense or other fragrances is not permitted indoors.
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 park event permit from the City of Georgetown Parks and Recreation department. 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 understand my deposit will not be refunded until the key has been returned, security footage has been reviewed, and examination of the premises shows to have been left clean and no damages to the building, grounds, fixtures, or appliances. I understand and agree to pay for any additional fees incurred in excess of the deposit. I agree to return this key to Georgetown Parks and Recreation Administration Building the next business day following my rental if not left in the dropbox.

Signature: _____

Date: _____

Printed Name: _____

Phone: _____

Date Key Issued	Key Number	Employee Issuing Key	Date Key Returned

Additional Notes: