



LIBERTY COUNTY COMMUNITY CENTER
318 SAN JACINTO
LIBERTY, TEXAS 77575

POLICIES AND PROCEDURES

1. Reservation will be confirmed, on a first come, first served basis, by submission of signed rental agreement and deposit from renter. Signature acknowledges receipt of Liberty County Community Center Rental Information and Policies and Procedures. All renters must be 21 years of age or older.
2. Use of the facility does not in any way imply that Liberty County endorses, encourages, or approves the purpose of use by user.
3. Reservations may be made up to one (1) year in advance.
4. Non-profit organizations may be required to provide proof of non-profit status.
5. Keys will not be checked out without signed contract and valid identification. A key to the Center may be checked out one day in advance (on Friday after 1 p.m. for event on Saturday or Sunday). Renter must drop key off at Emergency Management Center no later than 2 p.m. the next business day after the event. There will be a \$300 fee assessed for any keys not returned per regulations.
6. Smoking and other tobacco products are prohibited in the Center at all times.
7. More than one function may be scheduled at the same time; be respectful of other user groups.
8. Music and general sound at all events must be kept to reasonable levels compatible with the mixed use of the facility and adjacent property.
9. Animals, other than service animals, are not allowed in the Center.
10. All intoxicants, drugs, controlled substances and firearms are strictly prohibited, with the exception of the identified alcohol policy in #15 below.
11. In the event the Center is destroyed or damaged by fire, or any other cause, or if any other casualty or unforeseen occurrence results in impossibility of a fulfilled contract, the renter shall be issued a refund of the unused portion of payments made.
12. Renters are responsible for character, acts and conduct of all event guests/attendees in Center.
13. Renter shall not be permitted to mar or in any manner deface premises or contents of Center, to include uses of the following:
 - Nails, hooks, tacks, screws or any other type of hardware
 - Duct, scotch and masking tapes, 3-M peel-off devices, etc.(includes tape on floor)
 - Staples and/or glue of any kind
 - All other instruments to adhere and any decorations, signs, notes, banners, etc.
 - Decorations on any wall surfaces are not allowed
14. Renter shall not be permitted to use any of the following in the Center:
 - Flammable material, excluding candles for celebratory cakes and food warming devices
 - Rice, confetti, glitter, birdseed, fireworks (prohibited in City limits) and smoke producing machines
15. Alcohol is permitted to be served, not sold between the hours of 12 noon and 12 midnight with approved security form. See security form for details. Alcohol will not be permitted for inappropriate functions, i.e. birthday parties, quinceaneras and other events specifically designed

for minors.

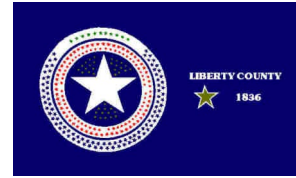
16. Unless otherwise agreed upon by the Center Manager, set-up time is no earlier than four (4) hours prior to event, provided no other event is scheduled for the same area during that time.
17. Center hours of operation are 8:00 am to 12:00 am daily. Private functions may be scheduled if they do not conflict with previously scheduled county or community events. All attempts will be made to assist renters with scheduling functions at the Center.
18. Renters must vacate the building by 12:30 a.m., including clean-up time. In the event, the renter does not vacate by designated time, the rental will continue until keys are checked in and will be charged as such.
19. All structures must be approved by Center representative prior to installation.
20. All items left in the building will be stored for up to 30 (thirty) days at renter's expense, based on applicable rental rates. If property is not picked up, items will be considered abandoned by owner and appropriately discarded by the Center.
21. The County is not responsible for any loss, damage, or any property brought into or left in the building, in relation to a signed agreement.
22. Events planned for youth participation will require no less than one (1) adult chaperone for every ten (10) children, regardless of age. Children means any person under the age of eighteen (18) years.
23. Dances that charge admission at the door will be restricted to a predetermined number of tickets, designated by the Center Manager.
24. An inspection of the building will be done the next business day following the event. All decisions of deposits refunded will be decided at that time and will be final.
25. In no event will the building occupancy exceed the capacity.
26. The Center reserves the right to cancel the agreement at any time, for any reason deemed necessary including emergencies, non-payment of fees and violation of any policies. The County will not be liable for any damages or inconvenience. Depending on the circumstances surrounding cancellation, renter may be refunded an unused portion of rental fees.
27. Reservations may be held with deposits and signed permits only. Remaining fees must be paid 31 days in advance.
28. Fees will be retained if renters cancels event, based on the following scale:
 - Retention of 0% of total fees if cancelled 31 or more calendar days prior to event
 - Retention of 50% of total fees if cancelled 16 - 30 calendar days prior to event
 - Retention of 100% of total fees if cancelled 15 calendar days or less prior to event
29. All refunds will be returned with 30 days after event takes places. Refunds will be issued to the address listed on the agreement only. Entire deposits may be withheld for failure to adhere to any of the rules and regulations set forth in this agreement.
30. Caterers are allowed in the Center; however, it is the responsibility of the renter to ensure cleanliness of all areas, equipment, etc, after use by caterer.
31. The renter will be responsible for any and all taxes incurred, based on sales, admissions or tickets during agreement term/
32. Renter will be required to pay for any damages by act of negligence, default of misuse. If County is required to file suit to collect any amount owed under the agreement or for damages, the County will be allowed to collect reasonable attorneys' fees.
33. The Center reserves the right to decline any reservation of the Center for use in conducting private business or for any purposes which limit the use and availability of the Center for County

or community use.

34. All renters must follow the self clean-up guidelines as a part of the agreement. See guidelines for details.

35. The Liberty County Commissioners Court will have the discretion to amend these rules and regulations as needed.

Liberty County Community Center
Private Function - Reservation Permit



Date of Application: _____

Names (printed): _____

Organization (if applicable): _____

Address: _____

Telephone: _____ Email: _____

Driver's License # (required) _____ DL State (required): _____

Facilities desired: _____

Brief description of activities planned: _____

Date(s) of event: _____ Start Time: _____ End Time: _____

Estimated Attendance: _____

Will you be utilizing a caterer ___ yes ___ no Contact _____ Phone _____

Will you be selling tickets at the door (ticket sales not to exceed room capacity): ___ yes ___ no

Will any alcoholic beverages be served? _____ yes _____ no

I have received a copy of the Liberty County Community Center Policies and Procedures and will abide by these Policies and Procedures. I understand that a portion or all of the deposit may be withheld for cleaning and or/damages. I understand that the deposit check, if refunded in whole or part, will be sent to the address above within 30 (thirty) days after the completion of the inspection in accordance with the Liberty County Community Center Policies and Procedures.

I understand that I will, to the extent allowed by law, provide the defense for, indemnify and hold harmless from all cost, Liberty County from any and all claims, suits, causes of action, and liability resulting from the presentation of any copyrighted work or materials or violation of any other proprietary rights, for damages or injuries to any person(s) or damage to property in connection with renter's use of premises.

Applicant Signature: _____ Date: _____

Approved/Disapproved Center Representative: _____ Date: _____

Return completed form and applicable fees to: Liberty Community Center, 1923 Sam Houston, Liberty, TX 77575. For reservations or building issues, contact James Carson at 936-334-3219.

Rate Structure for Community Center for Private Functions

	½ of Center	Kitchen	Entire Center
Capacity			
1-4 hours	350.00	150.00	500.00
4 or more hours	550.00	150.00	700.00

FOR OFFICE USE ONLY

\$ _____ Total Room Rental Fees

\$ 500.00 Damages/Cleaning Deposit on all rentals

\$ _____ TOTAL FEES DUE

\$ _____ Deposit Paid Date paid _____

\$ _____ Payment Date paid _____

\$ _____ Payment Date paid _____

Date of cleaning/damages inspection _____ Inspected by: _____

Refund approved by: _____ Processing Date: _____

Reason entire deposit is not to be refunded (if applicable): _____

Signature of Center representative: _____ Date: _____

**Liberty County Community Center
Cleaning Guidelines**

For Private Functions

As a renter of the Liberty County Community Center, you are required to follow the self-clean up guidelines indicated below (see #34 in the Community Center Policies and Procedures). Cleaning is mandatory. If you violate this policy, a refund of deposit will not be given and a violation may affect your ability to rent the Center for future events.

Renter will be responsible for the following:

1. Litter All paper cups, plates, foil, bottles, decorations, etc. must be placed in a trash receptacle. All trash receptacles contain two (2) liners. If additional trash liners are needed, you will be responsible to provide them (size: 33 gallon)

2. Tables and Chairs Must be cleaned of litter and wiped off to rid them of spilled drinks and food.. Tables and chairs are to be carefully folded and placed on their appropriate dolly.

3. Restrooms All paper products, food stuff, etc. must be picked up and placed in a trash receptacle.

4. Kitchen All surfaces, including sink, countertops, stovetop and oven must be wiped to rid them of spillage or crumbs.

5. Floors Must be swept. Large spills must be mopped with plain water. Litter must be picked up and placed in trash receptacle.

6. Trash Receptacles All trash must be emptied into the outside dumpster.

7. Janitorial Closed Renters will have access to the brooms and mop bucket in the closed. It shall remain unlocked at all times. If the closet is accidently locked by renter(s), it is still the responsibility of the renter to clean according to the guidelines above.

8. Additional All decorations, exhibits, props, etc. must be removed from the Center. Confetti and/or any biodegradable materials used on the outside of the building must be cleaned up and disposed of properly.

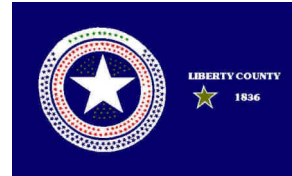
A cleaning and damage assessment will be conducted the next business day. If renter does not comply with any of the above items, a portion of the entire damages/cleaning deposit will be forfeited.

I have received a copy of the Liberty Community Center Policies and Procedures and a copy of the Liberty County Community Center Cleaning Guidelines. I will abide by these policies and procedures and ensure that the building will meet the cleaning guidelines established therein.

Name of Applicant (printed): _____

Signature: _____ Date: _____

Liberty County Community Center
Private Function - Security Request Form



Date of Application: _____

Names (printed): _____

Organization (if applicable): _____

Address: _____

Telephone: _____ Email: _____

Driver's License # (required) _____ DL State (required): _____

Description of Event: _____

Date(s) of event: _____ Start Time: _____ End Time: _____

Estimated Attendance: _____

Security Policies and Procedures are as follows:

1. Alcohol may be served, not sold, during event.
2. Security will be provided by off- duty, uniformed County law enforcement officers.
3. The officer, for the period specified, serves in a contractual relationship with renter.
4. Officers are paid at a minimum rate of \$28 per hour, DIRECTLY TO THE OFFICER, IN CASH ONLY, the day/night of the event.
5. Officers will be scheduled for a shift of no less than two (2) hours and will be paid from the time the function begins until thirty (30) minutes after the last person exits the facility, to include clean-up time and catering service times.
6. The Officer will be paid at a minimum of the hours requested and approved, regardless of actual time needed.
7. A seventy-two (72) hour notice is required for any cancellation of security service.
8. One (1) officer is require; however, additional security may be added at the discretion of the center manager.
9. Alcohol is not permitted at inappropriate events, such as children's birthday parties, quinceaneras, and other events designated for minors.
10. No alcohol may be consumed outside the Center or in the parking lot areas at any time.
11. Alcohol consumption will only be permitted between the hours of 12 noon and 12 midnight.
12. Renter or his representative must remain at the Center until the last person leaves.
13. The Center Manager may waive security requirements for events taking place before 6:00 pm, with less than twenty-five (25) guests attending.

Signature of Applicant

I hereby confirm on this the ____ day of _____, 20____, that adequate security has been requested and scheduled for above mentioned event.

Signature of Sheriff or Designated Representative