

VAN COMMUNITY CENTER

POLICIES, RULES, AND REGULATIONS – revised in May, 2004

USAGE:

The Van Community Center is for the use of residents of the City of Van and the Van Independent School District. Exceptions may be considered on an individual case basis such as the following:

1. A resident of VISD, who owns property and pays taxes to the City of Van
2. A non-resident, group, or organization, who will have residents of Van or the VISD in attendance at the event
3. Any exception must be with the permission of the City Administrator, Mayor, or the City Council

RULES AND REGULATIONS:

Each person, group, or organization renting/using the Center must agree to abide by the following rules and regulations:

1. There shall be no smoking in the Community Center or within 15 feet of the outside doors, and there shall be no alcohol or drugs on the premises during your time of usage.
2. The City will not be liable or responsible for any accident, loss, or personal injury to attendants while on the premises of City property.
3. The person, group, or organization shall sign an application and will be responsible for the activities of that group and any damages done to City property.
4. Dances are subject to approval, and, depending on the age and size of the group, renters may be required to furnish a security guard to patrol the building and grounds.
5. There will be no standing on chairs, or sitting or standing on the tables. Heavy items should not be placed on the tables.
6. Decorations may not be hung from the ceiling. Decorations may be placed on the walls with tape, but not with tacks or pins.
7. No rough behavior, running, or wrestling will be permitted in the Center.
8. The Center must be vacated by 1:00 A.M. unless otherwise approved by the City Administrator or Mayor.
9. The person, group, or organization renting/using the Center must leave everything in the same condition in which it was found. A diagram of the permanent set-up will be furnished with the application.
10. Special care should be given to complete cleanliness of the facility after use, including sweeping and mopping the floor and cleaning the restrooms. If requested, fees for hired cleaning will be attached to the rental agreement.
11. Permission must be secured in advance, for use of the sound equipment, and children are not permitted to play with the sound equipment.

See On Back
(Over)

Additional rules govern the Reading Area and the Kitchen Area.

1. A Pre-school / Adult Reading Area has been established within the Community Center. Rental of the building does **NOT** include ANY use of that partitioned off area, and the renter should see that NO ONE enters that area during their event.
2. Kitchen Area:
 - A. Unless cooking is pre-approved and a cooking fee is paid, only warming and serving of food/refreshments is permitted in the Center.
 - B. No food can be left in the refrigerator or in the kitchen.
 - C. All garbage, kitchen trash, left-over foods, etc. must be removed from the Center immediately after the event is over even if the renter is paying to have the building cleaned. These refuse items may be placed in the dumpster at the back of the building.
 - D. The City does not furnish paper towels, silverware, or serving utensils, but will provide coffee filters, trash bags, and bathroom supplies.
 - E. No utensils or any equipment is to be taken from the Center.

FEES:

The Community Center may be leased for \$17.50 per hour for meetings, with a minimum rental of 2 hours @ \$35.00, along with a deposit of \$75.00. The \$75.00 deposit is refundable upon compliance with clean-up rules and no damages.

The Community Center may be leased for a minimum of \$100.00 for an eight-hour session. A deposit of \$75.00 will be due at the same time the rent is paid; both payments are due upon approval of the application. The date requested will be "penciled-in" for five (5) days with the site manager, but cannot be confirmed until both the rent and deposit are paid in the form of two separate checks. The cooking-fee of \$50.00 will be due at the same time...if cooking has been requested and approved.

Some groups or organizations may use the Center "free of charge" subject to the approval of the City Administrator, Mayor, or City Council.

The deposit charged may be higher in some cases where there is an increased risk that damage might occur; this will be determined by the City Administrator. If the damage cost is greater than the deposited amount, the renter will be responsible for the difference.

Non-compliance with these rules and regulations, failure to clean the facility and return all tables, chairs, or other furnishings and fixtures to their original location, or damage to the Center will result in the forfeiture of the deposit.

In the event it becomes necessary to cancel a paid reservation, the cancellation in writing must be done no less than ten (10) days prior to the scheduled event in order to receive a full refund of the deposit and rent unless an extreme emergency occurs. In true emergency cases, and upon approval of the City Administrator, the deposit and rent will be returned.

CLEANING FEES:

Though all scenarios cannot be listed, in general, these are the fees for having the building cleaned after usage by a cleaning crew:

- ❖ \$40.00 This fee WILL BE PAID BY THE RENTER FOR HAVING THE BUILDING CLEANED, INCLUDING: Floors, kitchen, restrooms, glass doors, tables, take out trash, etc... ***IF THE RENTER PUTS THE TABLES AND CHAIRS BACK IN THEIR ORIGINAL PLACES BY THE DIAGRAM PROVIDED.***
- ❖ \$55.00 All of the above cleaning, ...but, the cleaning crew will return the tables and chairs to their original places.
- ❖ \$75.00 All of the above cleaning, ...but this fee will be charged for large groups and/or for heavy use of the kitchen area. Assessment of this higher fee will be at the discretion of the site manager according to the size of the estimated attendance.

If the building is cleaned entirely by the renter and is left in the same condition in which it was found, no fees will be charged and the deposit will be returned.

NOTE:

The rules and regulations listed within should reflect an accurate accounting of the procedures that are currently being followed for the use of the Van Community Center as of May, 2004. This article is not written to necessarily change anything that is currently being done, but is only intended to clarify established procedures so that a written copy may be given to prospective users of the facility.

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Submitted for approval to the Van City Council for adoption in May 6, 2004.