

Rental & Use Policies

Community Bank Room

10/08/2024

Special Note: In the event that circumstances beyond the control of Houston County occur, or in the event that the facility is needed for emergency use, all monies paid by the lessee will be returned and every effort will be made to assist the lessee in finding another date.

Definitions. In this document:

Service animals are typically dogs that are individually trained to do work or perform tasks for the benefit of an individual with a disability.

Vaping is the act of inhaling a mist or aerosol created by an electronic cigarette (e-cigarette) or other vaping device.

E-cigarette, also known as a vape, is a battery-powered device that heats a liquid to produce an aerosol that can be inhaled.

Civic organization means a community-based company, club, committee, association, corporation, or any other organization or group of persons acting in concert which is composed of persons who are members thereof on a voluntary basis and which is primarily established to further educational, charitable, religious, cultural, or local economic development purpose.

Charitable organization is a nonprofit organization that seeks to advance some public benefit. Public benefit includes a broad range of areas such as education, poverty alleviation, scientific research, environment, diversity, religion, and health.

Application Process: The Houston County Judge's Office will be responsible for the application process and the scheduling of events. A completed application form and rental agreement, along with all required rental and security fees, should be submitted to the County Judge's Office, which will review the application for preliminary approval. Final approval is subject to ratification by the Commissioners Court. Rental dates will not be put on the calendar until all required paperwork and fees are received.

Alcohol & Smoking Policies: No alcoholic beverages are allowed anywhere on the premises – inside or outside. Violators will be subject to criminal charges. Smoking is not allowed anywhere within the facility or within 30 feet of any building entrance. This includes no vaping or e-cigarette devices.

Animals: No animals, other than service animals for persons with disabilities, are allowed in the facility without prior written permission from the Facilities Administrator.

Liability: Applicant/Lessee agrees that Houston County will not be liable to applicant or applicant members or invitees who may sustain injury to their person or loss of property while in the building or anywhere on the premises. Applicant/Lessee shall be responsible to Houston County for all damage done to the building and its contents during its use. At the discretion of the Facilities Administrator, County Judge, or Commissioners Court, a Certificate of Insurance may be required from the Applicant/Lessee.

Cancellations: Cancellation notice must be provided to the County Judge's Office at least seven (7) days **prior** to the scheduled event.

Cleaning: General cleaning is the responsibility of the Lessee inside the building, parking lot and outside areas following an event. If the Lessee fails to complete cleaning after an event, lessee forfeits their deposit and may be subject to additional fees. Lessee is expected to remove any decorations, sweep

floors, wipe tables, empty trash, and replace furniture to original location. Rental checklist will be completed prior to event and at conclusion of event to determine refund of deposit.

Decorations: The Lessee is responsible for their own safety and the safety of those associated with their event during the installation, display, and removal of all decorations. Decorations causing damage to floors, walls, or other structures are not permitted. This includes the use of tape, tacks, nails or staples. Throwing rice, confetti, flower petals, and the use of any type of sparklers or other pyrotechnic device is not permitted on the grounds or inside the facility; however, bird seed and bubbles are permitted outside.

Deposits and Fees: The security/cleaning deposit should be paid by check or money order. Houston County reserves the right to require a larger deposit for any event at the discretion of the Facilities Administrator or the County Judge. The security/cleaning deposit will be refunded following the event, less any deductions for damage, repair, replacement, or cleaning. Lessee is responsible for all cleaning associated with kitchen use. Lessee will be held liable for actual damages and billed for any damages in excess of the deposit. The Facilities Administrator, or his/her designated representative, shall inspect the facility prior to return of the security/cleaning deposit.

The security/cleaning deposit is waived for any lessee that is a civic and charitable organizations. The lessee is still responsible for damage, repair, replacement, or cleaning. Lessee is responsible for all cleaning associated with kitchen use. Lessee will be held liable for actual damages and billed for any damages in excess of the deposit. The Facilities Administrator, or his/her designated representative, shall inspect the facility with lessee prior to the event and prior to return of the security/cleaning deposit.

Event Accessibility: The Facilities Administrator, or his/her designated representatives, shall have complete access to all areas throughout the facility before, during, and after all events.

Exit Doors: A 10-foot clearance on both sides of the exit doors (egress and ingress) with no physical obstruction must be maintained at all times. No "exit" signs or accompanying doors may be blocked during an event.

Insurance Requirements: At the discretion of the County Judge or Commissioners Court, the Lessee may be required to provide a Certificate of General Liability Insurance naming Houston County as an additional insured.

Security: At the discretion of the Facilities Administrator or County Judge and depending upon the nature of the event, the Lessee may be required to provide one or more uniformed certified peace officers for security during the event. Lessee will be responsible for payment. It is also the Lessee's responsibility to provide adequate adult supervision for any events at which minors will be in attendance.

Setup Access: If Lessee desires access to the facility prior to the event for setup or decoration, this must be approved in advance by the Facilities Administrator or County Judge's designee.

Subletting: No subletting of the facility is allowed.

Dispute Resolution: The County Judge's Office is generally responsible for rentals of the facility and the application process. A lessee or potential lessee may contact the office of the County Judge with complaints, or with a request for resolution of a disputed application of the policy. Final resolution of any dispute will be determined by Commissioners Court.

FACILITY USE FEE SCHEDULE:

Deposit \$150.00

	<i>FEES CHARGED:</i>	<i>FUNDS COLLECTED:</i>	<i>BALANCE DUE:</i>
Deposit:	_____	_____	_____

NAME (as appears on Drivers License or government issued ID)_____

DATE/TIME OF RENTAL: _____

I understand the contract, policies, and fees associated with renting the Community Bank Room facility and agree to all the provisions stated within.

SIGNATURE: _____ DATE: _____

PHONE NUMBER: _____

For County Use

DATE/TIME OF RENTAL: _____

PHONE NUMBER: _____

APPROVED FOR HOUSTON COUNTY: _____

DATE: _____

USE CONDITION/CHECK LIST

Renter/Lessee: _____

Date: _____

***Please note: Houston County Staff members shall have complete access to the building at all times.**

CLEANING	Before	After Yes	After No
Carpet vacuumed			
Floors swept and mopped, spills cleaned			
Table tops, counter tops, and sinks wiped down			
Trash emptied (supply own trash bags)			
Bathrooms inspected for water, paper on counters and floor. Notify staff if bathrooms are out of order.			
No trash left on parking lot and grounds, sidewalk, and parking area in front of building.			
No decorations left in room, on ceiling or taped to walls, counters, or any where else in room and bathrooms			
Kitchen, oven, and refrigerator cleaned			
GENERAL SAFETY and ORGANIZATION			
Exit doors remain unblocked at all times			
Tables and chairs returned to original positions			
Air conditioning set on 78 degrees in spring/summer and Heat set on 68 degrees in winter/fall			
Oven/stove turned off			

Facility key to be picked up from County Judge’s Office no later than 2:00 p.m. the date prior to the event. If the event is on a holiday or weekend, the key must be picked up no later than 2:00 p.m. on the day before.

Facility key is to be returned no later than 12:00 noon on the first working day following the event. Deposit will be refunded provided items on this check list are met.

Please refer to the full Rental & Use Policies form dated 10/08/2024 for more information.

Community Bank Room Rental

Office # (936) 544-3255 ext 221

\$150 Deposit – Due upon booking

Key pick up – Day before event no later than 2:00 p.m.

If the event is on a holiday or weekend, key pick up no later than 2:00 p.m. the day before the holiday or weekend

Review rules and Guidelines and fill out Condition Sheet with renter/lessee

The Facilities Administrator, or his/her designated representative, shall inspect the facility with lessee prior to the event and prior to return of the security/cleaning deposit

Key drop off – before lunch on first business day following event

Review Condition Sheet before deposit is returned