

GEORGE H. PATTERSON COMMUNITY CENTER
609 MILL
ROCKDALE, TX

I. GENERAL INFORMATION

- A. The Patterson Community Center is available for lease by clubs, organizations, and businesses or private individuals for non-profit activities.
- B. Hours of use are from 8:00 a.m. to 12:00 p.m., seven days a week, unless otherwise approved by City Manager or designee.
- C. Limited kitchen facilities are available at the Center. However, food service for large groups must be prepared at another location and brought to the Center.
- D. All fees are payable in advance.
- E. Questions concerning the Center should be directed to City Hall (512) 446-2511.

II. RESERVATIONS

- A. Persons or groups desiring to use the George H. Patterson Community Center should make reservations as early as possible by coming to City Hall, 505 W Cameron Ave., Rockdale, Texas.
- B. To GUARANTEE reservations lessee must pay 25% of the total rental fee when the reservations are made.
This deposit is refundable if notice or cancellation is given at the City Administrative office ten (10) prior to the agreed date of lease. If less than ten (10) days notice is given, the City will retain the reservation deposit. The balance of the rental fee is due and payable at the City Administrative office Monday through Friday (City Holidays) during regular business hours (8:00 a.m. to 5:00 p.m.) prior to the use of the Center.
- C. A cleaning/damage deposit is also required and is due in full and payable at City Hall Monday through Friday (excepting City Holidays) during regular business hours (8:00 am to 5:00 pm) prior to the use of the Center. If the building is left clean and undamaged by the user (s), this deposit will be refunded during the month following the scheduled event. Otherwise, actual cleaning/damage costs will be subtracted from the deposit. In the event of damage in excess of the cleaning and damage deposit, the person signing the rental contract will be responsible and agree to pay the additional expenses for cleanup and/or repairs.

III. RENTAL FEE AND DEPOSIT SCHEDULE

- A. RATES FOR USE OF ¼ OF BUILDING
(FRONT PORTION WITH KITCHEN/ ½ OF ORIGINAL BUILDING)
Rental Fee.....FOR ½ DAY USE.....\$200.00
Rental Fee.....FOR FULL DAY USE..... \$300.00
Cleaning and damage deposit.....\$150.00
- B. RATES FOR USE OF ½ OF BUILDING
(FRONT PORTION WITH KITCHEN/ ENTIRE ORIGINAL BUILDING)
Rental Fee.....FOR ½ DAY USE.....\$250.00
Rental Fee.....FOR FULL DAY USE..... \$375.00
Cleaning and Damage Deposit..... \$200.00

- C. RATES FOR USE OF ENTIRE BUILDING
(ORIGINAL PORTION OF BUILDING AND NEW ADDITION)
- | | |
|--------------------------------------|----------|
| Rental Fee.....FOR ½ DAY USE..... | \$300.00 |
| Rental Fee.....FOR FULL DAY USE..... | \$475.00 |
| Cleaning and Damage Deposit..... | \$250.00 |
- D. RATE FOR DECORATION AND SET UP THE DAY PRIOR TO RENTAL
- building prior day fee.....\$ 50.00

IV. OTHER RULES AND REGULATIONS

- A. The City reserves the right to cancel any event in which untrue information was given and/or if the event is felt detrimental to the operation of the Center.
- B. No equipment from the Center may be rented, loaned, or removed.
- C. Any furniture, fixtures, and equipment being put into the Center must be approved by the City Manager and/or City Council and Board. This shall include snow cone and Drink dispensers.
- D. Decorating - No nails or thumbtacks allowed in walls, woodwork, ceilings, doors, and windows or room divider. No tape or adhesive of any kind allowed on walls, woodwork ceilings, doors, windows, or room divider.
- E. Caterers shall be allowed to furnish such items that are necessary for catering the function.
- F. The City is not responsible for any property losses or personal injuries suffered by lessee, lessee's agents, guest or invites that may occur at the Center. Also, lessee (person signing this rental contract) will be responsible for any and all accidents, injury or damages occurring at the Center or in route to and/or from the center, that are resulting from consumption of alcohol at the Center.
- G. Teenage activities must have adult(s) present inside the building and also to monitor parking lot areas and outside the building.
- H. Lessee shall clean up major spills and sweep all floor areas, clean counters, clean stove top and oven, remove trash from building to dumpster, sweep outside entry, remove litter from outside of building, replace all chairs and tables to storage or their original location, replace all other furniture (sofas, chairs, lamps, etc.) to original location, leave restrooms clean and free of trash, and remove food stains from doors, windows and door frames.
- I. Room divider will be locked for all one-fourth (1/4) and one-half (1/2) building users. City will lock and unlock the dividers according to rental fee paid.
- J. To prevent damage to floors, furniture and fixtures **NO SMOKING** is permitted inside the building and **red drink/beverages will not be permitted.**
- K. Upon departure, central air units should be turned off in the summer and set on 60 (heat) in the winter months. Units in the rear portion of the building must be set to the OFF position. Upon departure all lights are to be turned off. Upon departure, all doors are to be locked and secured shut and the key returned to City Hall or the Police Department.
- L. The courtesy telephone shall not be used for long distance calls without a calling card. Any charges for calls from the telephone during the period lessee have the Center available for their use will be deducted from the cleaning/damage deposit.

- M. These rules and regulations, general information and rental fee schedule are set forth by the George H. Patterson Community Center Board Members and approved by the City Council to be enforced by the Administration.

Lessee must be at least 21 years of age and provide a Texas Driver's License or Texas I.D. as identification.

Patterson Civic Center

Check List

These are the things that we check to see if done, to receive your **CLEANING AND DAMAGE DEPOSIT** back:

1. Kitchen- microwave, refrigerator, stove and oven
2. Bathrooms – sinks, mirrors and empty trash
3. Walls – marks, food or drink stains on walls
4. Tables and chairs - all of them put back in the three closets (no more than 10 chairs to a stack; closet with sink- do not put stacks passed the blue tape)
5. Air conditioners and/or heat- all turned off
6. Lights- all turned off
7. Doors- all locked through out the building
8. All balloons removed from ceiling if used
9. Landing in front of building clean of cigarettes, cups, spills and etc

DO NOT USE MOP & GLO ON FLOORS!!!!!!!!!!!!!!

**PLEASE
DO NOT MOVE
THE PIANO
MOVEMENT DESTROYS THE TUNING
THE PIANO IS LOCKED
IF YOU WANT TO USE IT,
PLEASE ASK FOR KEY
AT CITY HALL

THANKS !!!!!!!**

George H. Patterson Community Center
609 Mill
Rockdale, Texas

Tables and chairs inventory:

Chairs 260

6' tables 37

8' tables 3

01/31/2011