

# **RULES AND PROCEDURES FOR OPERATION OF THE CARENCRO COMMUNITY CENTER**

**\*\*\*THE CITY OF CARENCRO RESERVES THE RIGHT TO CANCEL ANY EVENT BECAUSE OF AN UNFORESEEN EMERGENCY OR ANY OTHER REASON DEEMED BY THE MAYOR TO BE IN THE BEST INTEREST OF THE CITY OF CARENCRO. SUCH CANCELLED EVENTS WILL BE FULLY REFUNDED. \*\*\***

## **A. OPERATIONAL CAPACITY FOR CENTER**

1. Seated in Great Room-400, Standing 700, one half of Great Room 125 Seated, Standing 250.
2. Seated in whole Conference Room-65, ½= 32, Standing 100

**This set-up is accommodating a business meeting only.**

**Weddings/Receptions/Showers varied depending on how you set it up.**

## **B. SECURITY GUIDELINES**

**SECURITY** is \$30.00 per hour and required at all functions with the exception of “showers when no alcohol is served.”

## **C. CENTER RENTAL INFORMATION**

**FOR EVENTS IN BALLROOM:** (Wedding Receptions, Balls, Large Parties, etc.)

Whole hall	\$1,200.00	Deposit: 200.00	With Kitchen usage
½ hall	\$700.00	Deposit: 200.00	With Kitchen usage

**Rental time is for four (4) hours. ALL EVENTS MUST CEASE AT 12:00AM AND THE CENTER MUST BE VACATED NO LATER THAN 1:00AM. SPECIAL OCCASIONS, SUCH AS NEW YEARS EVE WILL BE CONSIDERED ON A CASE BY CASE BASIS.**

**ADDITIONAL HOURS** will be charge a minimum of \$295.00 per hour and \$30.00 per hour for security.

**FOR EVENTS IN CONFERENCE ROOMS:**

Whole room	\$300.00	Deposit: \$100.00	With Kitchen usage
½ room	\$200.00	Deposit \$50.00	With Kitchen usage

**ADDITIONAL HOURS** will be charge a minimum of \$75.00 per hour and \$30.00 per hour for security when applicable.

**GREAT HALL: 4 HOURS**

Center Manager will go in 3 hours prior to event time to open doors.  
(Will meet caterer, cake decorator, DJ, liquor delivery, etc.)

**MEETING ROOMS: 4 HOURS**

Center Manager will go in 1 to 2 hours prior event time to open doors

**BUSINESS MEETINGS:** Will be discussed per meeting: fee is per day

**D. THINGS TO REMEMBER WHEN RENTING THE COMMUNITY CENTER**

1. Cancellation Policy: If you cancel 90 days or more before your rental date you will receive a full refund. If you cancel less than 90 days before your rental date you forfeit your deposit.
2. Setup Time: Set-up time during working hours (city hall's time) will be at no extra cost: Monday-Thursday-8 a.m. till 5 pm and Friday 8 am till 4 pm. Set-up during evenings (after 5 pm Monday thru Thursday/4 pm on Friday) shall be charged a minimum of \$295.00 per hour. THE CITY OF CARENCRO DOES NOT SET UP TABLES/CHAIRS. THIS IS THE RESPONSIBILITY OF THE RENTER.

**\*\*THE CITY OF CARENCRO RESERVES THE RIGHT TO CHANGE THE SET-UP TIME DUE TO UNFORESEEN EMERGENCY OR ANY OTHER REASON DEEMED BY THE MAYOR\*\***

3. Event Time: The center will be closed to the public on the day of your rental, and will ONLY be open for the event time.
4. Perishables can not be left at centers overnight; they must be brought in on the day of function.
5. Center should be cleaned (INSIDE AND OUTSIDE) and vacated by the ending time stated on your contract. All items brought in by applicant must be removed immediately following the function. NOTHING can be left overnight and removed the next day. TRASH must be removed from tables, floors and stage area. The outside pavilion area trash must be picked up also. TRASH RECEPTACLES will be provided and all debris must be place in OUTSIDE DUMPSTER IMMEDIATELY FOLLOWING THE FUNCTION DURING CLEAN-UP TIME. This is the APPLICANT'S RESPONSIBILITY otherwise forfeiture of deposit may occur.
6. Do you need security? Details will be given in contract.
7. **NO TICKET SALES/COLLECTIONS ON THE PREMISES!**
8. Teen events must cease by 11:30pm Friday and Saturday and 9:30pm Sunday thru Thursday due to city's curfew.
9. Your full rental balance is due by 5:00pm Thirty (30) days prior to the function.
10. City of Carencro Community Center is not responsible for items or equipment left at center.
11. No Smoking allowed in the center. The renting party is responsible for informing all attendants at their function/activity that there shall be no smoking in any part of the center.

12. FLOORS: When setting up tables and chairs do not drag tables and chairs. NO TAPE/TAPING ON FLOORS. Extensive scratching of the floors may constitute damage for which renter would be responsible. AT NO TIME IS ANYONE ALLOWED STANDING ON TABLES AND CHAIRS. Absolutely nothing on the walls (nor leaning on the walls) nor hanging of anything from the ceiling.
13. TABLE COVERINGS: Table covering must be used on all tables where food and beverages will be served/consumed.
14. DECORATIONS: Use of dance wax, bird seeds, bubbles, or similar items are expressly prohibited from being used in the community center or on the surrounding grounds. Ice sculptures vendors must be approved by the center manager before allowed. If using CANDLES, flames are not to be exposed. No inflammable/combustible materials are allowed inside the community center which includes but not limited to the following: torches, incense burners, charcoal grills, etc.
15. KITCHEN: Due to limited electrical outlets, no commercial warmers allowed in center unless provided by own generators. The refrigerator is not a freezer: NO ICE BAGS IN REFRIGERATOR. The center does not have an ice maker.
16. LIQUOR/DRINKS: NO BEER BOTTLES ALLOWED. State law states that all bartenders MUST BE 21 YEARS OF AGE TO BE ALLOWED TO SERVE LIQUOR/ALCOHOL.
17. All entries/doorways MUST BE ACCESIBLE during functions due to Fire Marshall Code. Plants for the community center are not to be moved from their designated area.
18. The Community Center Supervisor has the authority to close the function/activity if participants do not comply with any rules indicated on the contract.

THE LESSEE SHALL, AT THE LESSEE'S COST AND EXPENSE, DEFEND, INDEMNIFY, AND HOLD FOREVER HARMLESS THE CITY OF CARENCRO, ITS ELECTED OFFICIALS, AND EMPLOYEES FROM ANY AND ALL CLAIMS OF ANY KIND, CHARACTER, OR NATURE WHATSOEVER MADE AND/OR ASSERTED BY ANYONE WHOMSOEVER AS A RESULT OF, RESULTING FROM, AND/OR IN ANY WAY CONNECTED WITH THE CARENCRO COMMUNITY CITY.

FAILURE TO COMPLY WITH ANY OF THE ABOVE ITEMS MAY RESULT IN CANCELLATION OF RESERVATION AND FORFEITURE OF DEPOSIT.

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Renting Party

Note:

- A. All money is to be paid at Carencro City Hall.

**E. COMMUNITY CENTER RENTAL PROCEDURES**

The prospective renter calls City Hall to request a certain date for a function. Once that date is verified and written on the calendar along with the date called, renter's name and phone

number, the renter is informed that he/she has two weeks in which to come in and put a deposit down on the rental and fill out a rental agreement.

- The renter will come into the office to complete the contract which is attach and pay deposit.  
Once the deposit is paid and the date and amount noted on the calendar, the renter must pay the balance listed on the contract at least 30 days prior to function. No deposit shall be carried over from year to year.
- If a renter decides to cancel his/her function after paying the deposit and/or additional monies, the time frame for doing so without a penalty is ninety (90) days prior to the function. If the cancellation occurs less than 90 days prior to the function, the deposit will be forfeited.
- Security is required on the inside of the building for violations of the any rules/policy and on the outside for crowd and parking lot control.
- Any 501C Organization within the city limits of Carencro requesting a discount rate must submit a written request which will be placed on the next meeting agenda of the Carencro City Council. A representative of the 501C organization must be present at the council meeting. Upon approval of the discount rate request, the rate shall be \$800.00.

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## **RENTAL APPLICATION**

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### **CITY OF CARENCRO** **COMMUNITY CENTER**

Date: \_\_\_\_\_

The applicant agrees to the following rules and regulations AND the acceptance and use of the Center by the applicant is an AGREEMENT by the applicant and/or organization he or she represents TO COMPLY with all the terms and conditions herein set forth, together with all the rules and procedures heretofore established by the City of Carencro.

1. A DEPOSIT FEE of \$ \_\_\_\_\_ is to be paid upon submittal of this application. \$ \_\_\_\_\_ will be returned upon completion of the function, if the applicant has fully complied with these rules and upon return of the key. **THE DEPOSIT FEE IS NOT PART OF THE RENTAL FEE.**
2. A deposit is due payable to the City of Carencro at the time of the contract rental. The rental balance of \$ \_\_\_\_\_ for the hall plus security \$ \_\_\_\_\_ is due by 5:00 pm thirty (30) days prior to the function. Failure to pay the balance due by date required will result in cancellation of reservation and forfeiture of deposit. Your thirty (30) days will expired on \_\_\_\_\_ if monies are not received at city hall by 5 pm.

3. No alcoholic beverages of any kind are to be served or sold if applicable before 11:00 am on Sundays. Further, there will be no alcoholic beverages sold or dispensed from any type of vehicle in the presence of persons less than 18 years of age. The City of Carencro reserves the right to prohibit the sale or dispensing of alcoholic beverages at any site where minors may be present.
4. If applicable, POLICE protection will be acquired by the community center supervisor prior to the conduct of any event or activity at this location.
5. The LESSEE agrees to restore or pay the cost of restoring the area of the Center properties to its original condition IF ABUSED unnecessarily by any member of the sponsoring group or by any participant.

The LESSEE or PARTICIPANT further agrees NOT to hold the City of Carencro or City Officials liable for any accident, injury, theft, etc. that may occur before, during, or immediately after said performances.

**COMMUNITY CENTER RENTAL AGREEMENT**

DATE \_\_\_\_\_

Name of Group or Organization applying: \_\_\_\_\_

Name of Person making application for rental: \_\_\_\_\_

Home Address	Home Phone	Business Phone
Business Address	Position with Group	

FILL IN APPROPRIATE RESPONSES:

CHECK:

Social Event \_\_\_\_\_ Meeting Room \_\_\_\_\_ Clean up Required \_\_\_\_\_

Athletic Event \_\_\_\_\_ Ballroom \_\_\_\_\_ Security Required \_\_\_\_\_

Meeting \_\_\_\_\_ Conference Room \_\_\_\_\_ Kitchen \_\_\_\_\_

Other \_\_\_\_\_ Capacity \_\_\_\_\_

Other describe \_\_\_\_\_

# Attending Function \_\_\_\_\_ Athletic Concessions \_\_\_\_\_

(NO ALCOHOL TO BE SOLD)

Admission \_\_\_\_\_

Alcohol Being Served? \_\_\_\_\_yes \_\_\_\_\_no

**\*\*\*\*NO TAPE ON CENTER WALLS\*\*\*\*NO SMOKING IN CENTER\*\*\*\***

Date of Rental \_\_\_\_\_

Type of Rental: Regular \_\_\_\_\_

Large \_\_\_\_\_

Special \_\_\_\_\_

Set-Up Time: \_\_\_\_\_

Event Time: \_\_\_\_\_

Vacant by: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Security \_\_\_\_\_ Total rental fee: \_\_\_\_\_

**\*\*Deposit fee refunded upon inspection of facility after the function. \*\***

**Make Checks payable to: City of Carencro**

Concession rights may be granted only under specifications as set forth by the MAYOR. The LESSEE is responsible for obtaining all necessary permits for the sale of any beverages, food products or material goods through City of Carencro, and further agrees to abide by all applicable regulations for sale of same.

SIGNED:

\_\_\_\_\_  
Renting Party

\_\_\_\_\_  
Center Manager

\_\_\_\_\_ Security Officer(s) required for this event from \_\_\_\_\_ to \_\_\_\_\_.

**Not valid unless signed by all above persons**