

HARRIS COMMUNITY CENTER

Rental Packet

Amended by Belton City Council on September 22, 2015

-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 Harris Community Center rental information, Policies and Procedures, and Cleaning Guidelines.
2. All renters must be 21 years of age or older.
3. Use of the facility does not in any way imply that the Harris Community Center or the City of Belton endorses, encourages, or approves the purpose of use by user.
4. Reservations may be made up to one (1) year in advance online (if available) and in person.
5. Non-profit organizations may be required to provide proof of non-profit status.
6. Renter will be given a code for access into the building and room(s) rented. The code is unique to each renter and should not be given to anyone.
7. More than one function may be scheduled at the same time. Music and general sound at all events must be kept to reasonable levels compatible with the mixed use of the facility and adjacent property.
8. Animals, other than service animals, are not allowed in the Center.
9. All intoxicants, drugs, controlled substances and firearms are strictly prohibited, with the exception of the identified alcohol policy. Smoking and all other tobacco products are prohibited inside the Center at all times.
10. In the event that 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.
11. Renters are responsible for character, acts and conduct of all event guests/attendees in Center.
12. Renters 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 use of 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
13. 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
14. The splash pad at Harris Community Park is not available for rent. No wet attire is permitted in the Center.
15. Alcohol is permitted to be served, not sold between the hours of 12 noon and 1:00 a.m., 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. Center hours of operation are 8:00 a.m. to 1:00 a.m., Friday through Sunday. Private functions may also be held during the week, if schedule does not conflict with previously scheduled recreational programming. All attempts will be made to assist renters with scheduling functions at the Center.
17. All rentals end no later than 1:00 a.m., including clean-up time.
18. All structures brought into the Center for use must be approved by Center representative.
19. All possessions must be vacated from the premises, including décor, at the end of the event. All items left in the building will be stored for up to seven (7) 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.
20. City and Center are not responsible for any loss, damage, or any property brought into or left in the building, in relation to a signed agreement.
21. 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.
22. Events that charge admission at the door will be restricted to a predetermined number of tickets, designated by the Center Manager.
23. An inspection of the building will be done following each event and prior to the next event to be held in same room(s). All decisions of deposits refunded are final.
- 24. In no event will room occupancy exceed the capacity, per Fire Code.**

25. The City and/or 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. City 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.
26. Reservations may be held with deposits and signed permits only. Remaining fees must be paid 31 days in advance of event.
27. Fees will be retained if renter 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 within 15 calendar days prior to event
28. Discounted rates only apply to room rental fees. Discounted rates do not apply to events scheduled Fridays, Saturdays, and/or Sundays, with the exception of the "Belton Resident/Business" discount.
29. All refunds will be returned up to approximately two (2) weeks after the event takes place. Refunds will be issued to the address listed on agreement only. Entire deposits may be withheld for failure to adhere to any of the policies and procedures and cleaning guidelines set forth in the agreement.
- 30. Caterers are allowed in the building; however, it is the responsibility of the renter to ensure cleanliness of all areas, equipment, etc., after use by caterer.**
31. Audio/Visual equipment is available at a deposit of \$100 (Evans room only). Training is required for use of the equipment and must be scheduled with a Center's representative within the week of the event. If assistance is needed during non-business hours, loss of deposit may occur.
32. The renter will be responsible for any and all taxes incurred, based on sales, admissions, or tickets during agreement term.
33. Renter will be required to pay for any damages by act of negligence, default, or misuse. If City is required to file suit to collect any amount owed under the agreement of for damages, the City will be allowed to collect reasonable attorneys' fees.
34. Auctions, flea markets or rummage/garage sales are prohibited, unless sponsored by a non-profit organization (501c3 required) and approved by Center Manager.
35. Use of the Center is prohibited by schools for conducting school, unless sponsored or co-sponsored by the City of Belton for the purpose of recreational programming available to the general public.
36. The City of Belton reserves the right to decline any reservation of the Center for use in conducting private business or for any purposes which limits the use and availability of the Center for other users, and for the City's own purposes.
37. The City Manager will have the discretion to modify the policies and procedures and cleaning guidelines as needed.

Cleaning Guidelines

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. Chairs may be stacked at the table where they sit; however, they are not allowed to be moved across the room.
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, microwave and refrigerator must be wiped off to rid them of spillage.
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 Closet: Renter will have access to the brooms and mop bucket in the closet. It shall remain unlocked at all times. If the closet is accidentally locked by renter(s), it is still the responsibility of the renter to clean according to all guidelines above.
8. Additional: All decorations, exhibits, props, etc., must be removed from the Center. Confetti, sparklers, and/or any other non-biodegradable materials used on the outside of the building must be cleaned up and disposed of properly.

Harris Community Center Reservation Permit

Date of Application:							
Name (printed):							
Organization:							
Address:		City:		State:		Zip Code:	
Contact Telephone:				Email:			
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					
Will you be selling tickets at the door?	Yes	No					
Will you be using the center's audio/visual equipment (Evans Room only)?				Yes	No		
Will any alcohol beverages be served or consumed?				Yes	No		

I have received a copy and will abide by the Harris Community Center Policies and Procedures and Cleaning Guidelines. I understand that the code given to me for center access will remain private and will not be distributed to anyone during the time of agreement. 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 in part, will be sent to the address above within two (2) weeks after the completion of the inspection in accordance with the Harris Community Center Policies and Procedures and Cleaning Guidelines.

I understand that I will, to the extent allowed by law, provide the defense for, indemnify and hold harmless from all cost, the City 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 City Representative: _____

Return completed form and applicable fees to the Harris Community Center, P.O. Box 120, Belton, Texas 76513, (254) 933-5860. If paying by credit card, you may fax your completed forms to (254) 933-2469 (4% of total fee will be assessed for credit card use). Faxing completed forms and payment do not guarantee rental of facility. You will receive confirmation with an executed signature from the Harris Community Center office.

For emergency services, please contact the Belton Police Department for assistance (254) 933-5840.

Harris Community Center Rental Rates

(Rates amended by Belton City Council on September 22, 2015)

Starting rate is for 2 Hours - Minimum

Room (Capacity)	Deposit	Minimum	Max rate charged - 8 hours
Evans (220)	\$ 300	\$ 200	\$ 75 each additional hour
Kinchion (55)	\$ 200	\$ 100	\$ 25 each additional hour
Simpson (40)	\$ 175	\$ 75	\$ 25 each additional hour
Smith (32)	\$ 150	\$ 50	\$ 20 each additional hour
McGee (17)	\$ 150	\$ 50	\$ 20 each additional hour
Kitchen	\$ 75 rental fee, no deposit required		

Starting rate is for 4 Hours - Minimum

Room	Deposit	Minimum	Max rate charged - 8 hours
Entire Center (364)	\$ 500	\$ 650	\$ 150 each additional hour

\$ 100 Audio/Visual Equipment Deposit (Evans Only)

Optional Discounts (Promo Codes):

COB - 10% off Belton Business/Resident Discount (inside city limits)

MT - 20% off Monday thru Thursday

NP - 20% off Civic Club and/or Non-profits (proof may be required - only valid Monday thru Thursday)

For Office Use Only

_____	Minimum rental fee				
+ _____	Additional hours	_____	@	\$ _____	Total \$ _____
= _____	Subtotal				
- _____	Discount/promo amount	COB 10%	NP 20%	MT 20%	Total _____%
= _____	Subtotal				
+ _____	Damage/cleaning deposit				
+ _____	A/V equipment deposit				
= _____	Subtotal				
+ _____	Credit card convenience fee 4%				
= _____	Total fees due				

Date paid	Deposits paid (01-1424)	Rental fees paid (01-3-5200)	Cash	Check #	Credit card authorization #	Balance due

Date of inspection:		Inspected by:	
Refund:	Yes No	Amount of Refund:	
Refund approved by:		Processing Date:	
Reason entire fund not returned: (if applicable)			
Signature of City Representative:		Date:	

Harris Community Center Security Request Form

Date of Application:			
Name (printed):			
Organization (if applicable):			
Address:			
City:		State:	
		Zip Code:	
Telephone:		Email:	
Driver's License #:		State:	
Date of Birth:			
Description of Event:			
Date of Event:		Start Time:	
		End Time:	
Estimated Attendance:		Room Name(s):	

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 Belton police officers only.
3. The Belton police officer, for the period specified, serves in a contractual relationship with renter.
4. Officers are paid at a minimum rate of \$30 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 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 required; however, additional security may be added at the discretion of the City Manager.
9. Alcohol may not be consumed outside the Center or in the parking lot areas at any time.
10. Alcohol consumption will only be permitted between the hours of 12 noon and 1am.
11. Renter or representative must remain at the Center or in the parking lot areas at any time.
12. Renter or representative must remain at the Center until the last person leaves.
13. The City may waive security requirement for events taking place before 6:00pm.

Signature of Applicant:

For Office Use Only

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

Chief of Police or designee