

Guidelines for Rattan Creek Community Center Rental 257-1255

Purpose

The Rattan Creek Community Center, a community resource dedicated to serving the needs and interests of the residents of North Austin MUD1 and surrounding communities, is a place for family and community events.

Reservation Priorities for Community Center Facilities

To best meet the needs of the community it serves, the following priorities have been assigned for the scheduling and use of the Community Center meeting rooms:

1. Meetings related to the business of the North Austin Municipal Utility District 1 take precedence over other meeting room use. A specific schedule of meeting dates and times will be reserved for this purpose. To maximize the availability of the meeting rooms, these meetings will be scheduled with as much advance notice as reasonably practicable.
2. Meeting room reservations and use for all other purposes will be on a first-come, first-serve basis up to 12 months in advance.
3. To ensure that the needs of the entire community are being served, the District reserves the right to limit the number of reservations by any user or group.

Reservation Procedures

1. Reservations for Great room, Conference room, Meeting room, or Kitchen shall be made by submitting an application, in the approved District format, and paying the applicable Rental fees below.
2. Residents wanting to use the facility must show proof of residency by providing a copy of the NA MUD water bill and a photo ID.
3. To qualify for the Resident rate; the person completing the application, paying the rental fees and deposit, must live within the North Austin MUD 1. If a check is written by an organization, other than the resident renting the facility, for either deposit or rental fee, then the non-resident fee applies, unless otherwise approved by the MUD board.
4. Great room, Conference room, Meeting room, or Kitchen are made available to rent during the Community Center's normal operating hours.
5. The Community Center has tables and chairs for use, there is no rental fee for the use of tables and chairs, **ONLY** for the time required to set up and tear down by Community Center staff.
6. Any event that involves the consumption of alcohol, **MUST** comply with the **Community Center's Official Alcohol Policy**. No exceptions.
7. ***All fees are established by the NAMUD1 Board of Directors and are subject to change only by the board.***

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8. Manager has the right to refuse rental to anyone or any group. Any group has the right to appeal, to the Board of North Austin MUD 1, for a manager's decision not to rent the facility to them.
9. Additional services that are available: You may elect to have the Community Center staff provide the cleaning services after your event. Contract Security is available if needed or required, as per the Alcohol Policy. See the Additional Fees Rate Schedule for a list of additional services available.
10. Events that require set up or special equipment will require additional fees per the Additional Fees Rate Schedule.
11. The Resident completing the application and paying the use fee must live in the North Austin Municipal Utility District 1 and be present at the event to use the preferred "In-District" rate.
12. If you or any of your guests cause damage in excess of the Cleaning and Damage Deposit being held, you will be liable for repayment.
13. Anyone who rents the premises and fails to comply with the rules of use, including alcohol requirements, and payment of all fees, or causes damage in excess of the deposit and fails to reimburse the District for the additional costs may be prohibited from reserving the facilities again and subject to legal action.

Reservation Guidelines and Cancellation Procedures

Reservations

1. At the time a reservation is made, a completed reservation package must be turned in along with the rental fee to officially reserve the date.
2. No reservation is confirmed without the package and rental fee being submitted. **DO NOT ASSUME YOUR DATE IS RESERVED**, (for example: send out invitations), if you have not turned in the necessary paperwork and paid the rental fee.
3. No reservations will be taken if less than 72 hours before date, without completed reservation package and all fees are paid at that time.

Deposit

1. Deposit is \$500 for in district and \$1500 for out of district rentals, without alcohol. Deposit for events with alcohol will be \$750 for in district and \$2250 for out of district + a fee will be charged for off duty Williamson County Sheriff Deputy(s).
2. Deposits must be paid at least 72 hours in advance of your scheduled event.
3. No swipe card will be issued without a complete package, rental fees and deposit having been paid.

Rental Payment Schedule

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Initial

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No cash will be accepted. Check or money orders only at this time.

1. At time event is scheduled, rental fees must be paid.
2. No reservations will be confirmed without fees collected.
3. At least 72 hours prior to event, the cleaning and damage deposit is due. An additional required Alcohol Deposit is due if alcohol is to be served. If the reservation is not completely paid for at this point, any fees collected will be forfeited.
4. No access will be granted if fees and deposit are not paid at least 72 hours in advance.
5. Refunds for payments made other than by credit card may take up to 10 business days for processing.
6. Up to 100% of the cleaning and damage deposits will be returned, depending on condition of rooms and on patrons following all rules as stated in the "Facility and Meeting Room Use Policies" (page 5 & 6) The Facility Manager must approve any exceptions to this policy in advance and in writing.

Cancellations and Date Changes

1. Once the event is less than 30 days away, and a cancellation is requested, this will result in the loss of the full Rental Fee; however, the cleaning and damage deposit and alcohol deposit, if it has been paid, will be refunded.
2. In the event of acts of "mother nature" or some other unforeseen circumstance, every reasonable effort that can be made, will be made, to accommodate scheduled events. Use of the facilities can only be guaranteed to the extent that circumstances remain in the control of the staff. Reasonable efforts will be made to deal with any extreme circumstance by the District to the best interest of all parties.
3. Event dates will be allowed to change one time providing the change is made 30 days prior to the originally schedule event date and the facility is available. Changing the event date will result in an additional fee of \$100 per room, excluding the kitchen, or 25% of the entire rental fee, whichever is higher. Canceling the event after the event has been rescheduled will result in forfeiting 100% of the entire rental fee.

Room Descriptions and Capacity

“A” Great Room - Room consists of 1318 square feet and will accommodate approximately 180 people, assembly style, with room for a presentation area at the front of the room. This room will seat 88 people at rectangular tables and 80 at round tables, with 2-3 rectangular header tables. **Access to Patio is not available at this time.**

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“B” Conference Room – Room consists of 333 square feet. Furnishing for this room consists of large 12 ft conference table, with seating for 10 at table and an additional small table and 4 chairs + up to 6 additional chairs. **The layout of this room may not be altered.**

“C” Meeting Room – Room consists of approx 160 square feet. The room will accommodate (2) 6 ft table with 12 people seated, or 24 assembly style.

“D” Kitchen - Equipped with a sink, dishwasher, stove, ovens, microwaves, refrigerators, coffee maker (for use in kitchen only). The center doesn't provide ice, utensils, cookware, cups, plates, glasses or liners.

Trash bags and cleaning materials are available.

MAXIMUM CAPACITY: PER FIRE MARSHAL:

Room A, 88 persons seated @ tables/180 assembly style /264standing

Room B, 20 persons seated (10@conference table + 10 extra chairs)

Room C, 12 persons seated @ tables/24 assembly style /32standing

Official Alcohol Policy

Any event serving alcohol must abide by the laws of the Texas Alcoholic Beverage Commission regarding serving of alcohol.

An event with alcohol is only tentatively booked, until approval has been granted by Williamson County Sheriff. Should an event not be approved, then the leasee may cancel without penalty or charge.

As the host/hostess of the event, you take full responsibility for the actions of your guests while on the community center property.

1. Any function in which alcohol is being served must hire one off duty sheriff deputy per 100 persons attending. A 4 hour minimum applies.
2. No one under the age of 21 may be served alcohol.
3. No alcohol may be taken out of the community center onto the patio or pool area, or into the park.
4. No glass containers are allowed on the patio or pool area.
5. Anyone found to violate these rules may be suspended from using this facility in the future and/or forfeit their deposit.
6. These rules are subject to change by order of North Austin MUD 1.

Renter's Signature

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Facility and Meeting Room Use Policies

1. Smoking is not permitted inside the building, or within 15 feet of any door to the Community Center or in the pool area.
2. **No wet bathing suits allowed.** Shirt and shoes must be worn.
3. Absolutely NO food prep is allowed in bathrooms or other areas, except in the kitchen.
4. If kitchen is rented, rollup window is not a toy.
5. The exterior doors in Great room or Kitchen may not be propped open or blocked closed.
6. Room use is limited to reserved space and restrooms. Charges will incur for use of non-rented space.
7. Set up time and clean up time is to be part of the total rental time. (**Example:** If an event is scheduled for 2 hours, from 2-4PM, and it will take 30 minutes to set up and 30 minutes to clean up, then the total rental time should be 3 hours.) This is due to the possibility of back-to-back bookings for the same area. Any amount of time, beyond the scheduled time, will be subject to the Hourly Rate. The hourly rate will not be pro-rated or based on actual minutes of over use. The full hourly rate will be charged.
8. If you use the kitchen along with another room, the kitchen time is to be rented for the entire time of the other room.(example: if you rent the great room for 4 hours, then the kitchen can not be rented for only 2 hours)
9. **No open flames allowed.** Absolutely **No Candles**, indoor grills or heating appliances(Sterno) that use a flame.
10. Adult supervision of children is required **at** all times, with a ratio of 6 children (under age 12) to one adult (over 18 years of age).No children should be running in the hallways, entering other rooms, playing in the parking lot.
- 11.No children under age 8 shall be permitted in the kitchen area. There must be one adult for every 3 children (ages 8-18) when in the kitchen area.
- 12.No adjustments of the thermostat are to be made during an event, if there is an issue, staff should be called.
- 13.No weapons, firearms or explosives are permitted in or on District property, in accordance with state law.
- 14.No animals, except assistant animals, are allowed in the building.
- 15.All facilities **MUST** be left clean and ready for the next user. Final check out of the facility will be after your scheduled time is over by Community Center staff. If staff time or other expenses are incurred to clean the facilities, the Center will deduct a corresponding amount from the Cleaning and Damage Deposit.
16. All trash must be disposed of in the dumpster located in parking lot.
17. No amplified sound (inside or outside the building) is allowed without prior approval. The volume within the rented space must be controlled so as not to disturb other users of the facility in accordance with State and Local Regulations.
- 18.Removable mounting tape, blue painters tape or putty is the only approved method to be used to affix decorations. ***NO tacks, nails, staples, cellophane tape, duct tape or other fastening methods are permitted.*** Any damage as a result will be the responsibility of the renter and the cost of repair will be deducted from the deposit.
19. ***NO rice or confetti is to be thrown inside or outside the building.*** Use of birdseed, bubbles or such items; are approved for outside use only. Use of any such items must be cleared in

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advance with the Manager prior to use. This may require an addition to the Cleaning and Damage Deposit.

- 20. No individual or entity may publish the name or address of the Community Center as its mailing address for business or other professional purposes. Any promotional advertising, except that incidental to programming and District business, is subject to the review and approval by the Manager.
- 21. No business is allowed to rent the facility to use as a store.
- 22. Any exceptions to the above policies must be approved by the Manager and may require a higher Litter and Damage Deposit.
- 23. Attendance in any room may not exceed room capacity as deemed by Fire Marshall.
- 24. All events shall end and you **MUST** vacate the premises by midnight.

All current policies of North Austin MUD1 apply to the use of Rattan Creek Community Center and any related facilities.

Anyone who rents the premises and fails to comply with the rules of use, including alcohol requirements, and payment of all fees, or causes damage in excess of the deposit and fails to reimburse the District for the additional costs may be prohibited from reserving the facilities again and subject to legal action.

Failure to follow any of the above guidelines may result in forfeiture of all or part of the cleaning and damage deposits, fees, and cancellation of the reservation.

RENTER'S SIGNATURE

DATE

MANAGER'S SIGNATURE

DATE

Information and forms can be found online at www.northaustinmud1.org .