

RULES FOR USE OF THE COMMUNITY CENTER/POOL

1. The City of Meadows Place will not mail applications.
2. Reservations must be made through the Parks and Recreation Department at City Hall.
3. A deposit will **only** be returned to the person who paid the deposit and rented the facility.
4. The key to the Community Center will be picked up the day of the function (Friday for week-end functions, or last working day prior to holiday) and returned the next workday. It is your responsibility to pick up and return the key during City Hall business hours. Failure to pick up key (for your reservation) and or return the key by 4:00 p.m. the next workday will result in forfeiture of your deposit. **NO EXCEPTIONS.**
5. All reservations must be made through the Parks and Recreation Department at City Hall between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday.
6. All applications for rental of the Community Center (interior facilities) must be accompanied by a cash deposit.
7. Programs conducted by the City of Meadows Place will be given priority at all times.
8. Applicants must be 21 years of age or older. Reservations are non-transferable.
9. Community Center reservations shall be for use of the interior facilities and patio only. No one may enter the pool area without prior approval by the Pool Manager, the Parks and Recreation Department, the presence of Lifeguards and confirmation by City Hall. Due to the extreme liability involved, any violation of this rule shall result in forfeiture of the deposit and exclusion from the recreational use of the building and pools for one calendar year.
10. Community Center reservations will not be permitted for business purposes. No personal or business gatherings are permitted. No activity is allowed that would generate a profit.
11. The City of Meadows Place reserves the right to revoke privileges based on applicant's (group's) past rental/usage history.
12. All changes, cancellations and additions must be made seven (7) days prior to the scheduled usage, *without exception.*
13. Requested hours for use must include the time it will take to set up, hold the function and clean up. Applicants are solely liable for the building and must secure the building and its equipment at all times during the reserved time. All property missing or damaged during this time will be charged against the reserving party.
14. The City of Meadows Place is **NOT responsible** for any group material or personal property **LOST/STOLEN** from the facility.
15. **Applicant's use of the facility is limited to the hours specified on the application. The use of the facility at any non-scheduled time is strictly forbidden and may result in immediate forfeiture of Community Center privileges.**
16. **Renters may enter the building NO earlier than 8am No reservation will continue later than 10:00 p.m. Sunday-Thursday, or 12:00 a.m. Friday and Saturday. The building and parking area must be cleaned and completely VACATED no later than this time.**
17. Applicants are responsible for their own set up and **CLEAN UP.**
18. **Applicants are not allowed to store equipment or supplies at the Community Center other than the hours that are specified on their application. The City is not responsible for lost or stolen articles.**
19. **Applicant agrees to dispose of all garbage, including cleaning up garden area as well as the parking lot. (Trash receptacle is the wooden fenced in area located in the parking lot). Applicant must remove all decorations, check and clean all doors and windows for fingerprints, vacuum carpet, mop tile floors, clean and return tables, chairs, etc. to the storage closet. If any cleanup is needed to be performed by city personnel due to lack of proper cleanup by the applicant, the cost of clean up will be charged to the organization/applicant. Revised this rule 3/26/07 mk**
20. Applicants assume liability for the cost of repairing damage to property or equipment. The City reserves the right to require applicants, when it is deemed necessary, to provide public liability and/or property damage insurance policies, and any other coverage to protect the property of the City of Meadows Place.
21. **Emergencies, call 911. Non-emergencies such as plumbing, AC/Heating, broken windows, building left a mess, contact person on call @ 281-642-7699 if unable to contact, call Park Directors @ 281-642-7702 or 281-642-7701.**
22. Decorations cannot be permanently attached. The use of any flammable material is prohibited in the Community Center or surrounding property. **TAPE OF ANY KIND IS PROHIBITED ON ALL WALL SURFACE.**
23. **Liquids (example, Kool-Aid) of any type which contain red coloring are prohibited.**
24. Building capacity **must not exceed 164** people, by order of the Fire Marshal. Violation may result in forfeiture of future usage of the building.
25. Applicants will comply with all City Ordinances, Federal and State Laws. Applicant's guests will behave accordingly.
26. Youth (defined as persons 18 years of age or younger) functions must have at least one adult chaperone for each ten (10) youth. Chaperons must be present through the duration of the function, set up and clean up time included.
27. All doors unlocked by users must be relocked upon leaving. Interior furnishings shall remain inside the building and exterior or poolside furniture shall remain outside. Chairs and tables from the storage closet shall be returned there.
28. **NO barbecue grills** are allowed in the pool or patio area or **anywhere** on the grounds **unless approval has been received from the Parks Directors.** Past approval for an event does not negate the need for approval at reoccurring events. **Revised 8/8/08 MK**