

City of Highland Village Parks & Recreation

Robert & Lee DuVall Center Facility Rental Application

Today's Date: _____ Event/Rental Date: _____

Applicant Name: _____ Date of Birth: _____

Organization Name (if applicable): _____

Phone No.: _____ Other: _____ Emergency: _____

Address: _____ City/State: _____ Zip: _____

Email Address: _____

Requested Doubletree Ranch Park Facility / Facilities (check all that apply):

Room 119 – Multi-Purpose _____
Room 117 – Small Meeting _____
Room 118 – Library/TV Room _____

Type of Function: _____

Requested Rental Time: _____ to _____ (include setup & breakdown/clean up)

Requested rental time outside of normal business hours (Monday – Friday 8:00 am until 5:00 p.m.) will require an after-hours staff person at the rate of \$15.00 per hour.

Briefly describe your event. Include the purpose of the event and planned activities:

Expected Attendance: Adults _____ Children (under age 18) _____ Total _____

Other:

Do you plan to apply for an alcohol permit? _____ No _____ Yes, if yes see below:

NOTE: The consumption of alcoholic beverages at any function will require the approval of the Highland Village Chief of Police as outlined in the City of Highland Village Code of Ordinances, Article II, Licenses and Permits, Section 10; 21 – 24. Application for Alcohol Permit may be processed at the Parks and Recreation Administrative office. A non-refundable administrative processing fee of \$50.00 will be charged for all Alcohol Permits.

City of Highland Village

The Robert & Lee Duvall Center

Operational Procedures & Rental Agreement

PURPOSE

The purpose of this policy is to establish guidelines for public use of the Municipal Community Center known as The Robert & Lee Duvall Center.

RESERVATIONS:

Confirmed reservations may be made by execution of this Robert & Lee Duvall Center (The Center) Rental Agreement. This Rental Agreement must be executed and all fees, including associated deposits (Attachment A), are due at the time of reservation.

Reservations will be made on a first-come first-serve basis. Reservations may be made up to twelve (12) months in advance of reservation date and must be made five business days in advance of requested date of reservation. The reserving party (the lessee) must be present for the duration of the event. The lessee also assumes full responsibility for the conduct of their invited guests and for any damages or disrepair to the facility. The lessee must be at least eighteen (18) years old.

No subletting of facility is permitted.

The City reserves the right to deny use of or cancel use of facility with just cause.

DAMAGE DEPOSIT

The damage deposit will be assessed in accordance with the approved rental rate structure. The deposit will be refunded within three business weeks of event less cost for damage repair, replacement or clean up expenses. The lessee will be held liable for actual damages and billed for excessive damages above the deposit amount.

CANCELLATIONS

In order to receive a full refund of rental fee(s) and deposit(s), notification of cancellation must be in writing and received no later than sixty (60) days prior to the event date. Notification of cancellation received after this deadline will result in a forfeiture of the entire deposit. If the event was of the type that did not require a deposit lessee will forfeit their fees for a "No Show". The lessee will forfeit their rental fee(s) if cancellation is received less than 72 hours before the time of occupancy.

GENERAL RULES

1. The use of all tobacco products is prohibited. Equipment that produces special effects such as a smoke machine, fog machine, and bubble machines are prohibited.
2. The sale or consumption of alcoholic beverages at any function will require the approval of the Highland Village Chief of Police as outlined in the City of Highland Village Code of Ordinances, Article II, Licenses and Permits, Section 10; 21 – 24.
3. Neither the corridors, passageways, nor exits shall be obstructed by licensee, nor shall they be used for any purpose other than ingress or egress.
4. Lessee shall not admit to the premises a larger number of persons than the established occupancy rates.
5. Youth functions require two adult chaperons 21 years of age or over for rentals of 1 – 50 youth. One additional adult chaperon 21 years or older is required for every 25 additional youth. Chaperons shall be present when the event starts and shall not leave during or before the event is completed and all youth have been picked up.
6. Set up time and clean up times are included in the rental period.
7. No cooking is allowed in the facility. Catering is allowed with warm-up.
8. The lessee is responsible for their own safety and the safety of those associated with their event during the installation, display, and removal of all decorations. Free standing and table decorations are allowed. The use of duck tape, tacks, pushpins, nails, staples or damaging fixtures may not be used on the walls, ceilings, or floors. Helium tanks must be secured to a load bearing structure upon arrival and remain secured until their departure. Candles are not allowed unless they are encased in glass or alike containers. No other types of open flames are allowed. Battery operated lighting is acceptable. Prohibited items are as follows: straw, hay, rice, glitter, confetti and fireworks. The throwing of sterilized birdseed and the use of bubble is restricted to the outside area only.
9. Lessee will not post, exhibit, or allow to be posted or exhibited, any signs, advertisements, show bills, lithographs, posters or cards of any description, outside of the building, except as authorized by the Director of Parks and Recreation. Lessee agrees to immediately remove all signs, advertisements, show bills, or other materials which are objected to by the Director of Parks and Recreation or his or her representative.
10. Set up and arrangement of furniture, as well as clearing of the room following a rental is the responsibility of the lessee. All furnishings (chairs, tables and other facility equipment) must be stored in their original location. No additional furniture or equipment other than that provided by the City shall be utilized without prior approval of City staff. Equipment, supplies, or personal effects may not be stored or left in the room after use.
11. All users shall return the facilities in the same conditions as when received. Lessee is responsible for cleanup of all rooms utilized during their rental. All trash shall be

removed immediately after the event to the outside dumpsters. All surfaces should be clean: floors, tables, chairs, counters and walls. Parking lot areas should not show evidence of event. Brooms and mops will be provided for sweeping and mopping. Lessee is responsible for bringing in their own cleaning supplies. Trash bags will be provided.

12. Special request must be submitted in writing to the Director of Parks and Recreation who has the authority to make exceptions for special circumstances and or requests.
13. **Animals.** No animals will be brought into the facility, other than as required by handicapped persons or for an event designated as an animal show, dog obedience classes etc. without written permission from The Robert & Lee DuVall Center and the Parks and Recreation Director.
14. Security may be required for certain events as determined by the Director of Parks and Recreation in consultation with the Highland Village Police Department. The lessee is responsible for paying the peace officer in cash or check prior at the start of the rental period. Rate of pay is \$35/hour. Facility staff, peace officers, and other designated representatives, shall have the right at anytime to enter any portion of the premises for any purpose whatsoever, and the entire building, including the premises covered by this agreement, shall at all times be under the charge and control of the City staff building attendant.
15. Lessee agrees to and shall indemnify and hold harmless the City of Highland Village, its officers, agents and employees, from and against any and all claims, losses, damages, causes of action, suits and liability of every kind, attorney's fees, for injury to or death of any person, or for damage to any property, arising out of or in connection with the use of the premises by lessee, its agents, representatives, assigns, invitees, and participants under this agreement. Such indemnity shall apply where the claim, losses, damages, causes of action, suits or liability arise in whole or in part from the negligence of the City of Highland Village.
16. Lessee agrees to comply with all laws of the United States, the State of Texas, all ordinances of the City of Highland Village, Texas and all rules and regulations adopted by the City Council of the City of Highland Village, Texas, governing the use of the Center.
17. Lessee agrees to honor and abide by established occupancy rates as detailed below:

Occupancy Rates:

ROOM	SIZE	CAPACITY
RM 119 Multi Purpose	52' x 32' 1,664 sf	Auditorium Seating 170 Banquet Seating 80 Standing/Reception 220
RM 117 Activity A	25' x 24' 600 sf	Auditorium Seating 52 Banquet Seating 25 Standing/Reception 81
RM 118 Activity B	23' x 22' 506 sf	Lounge Seating (up to 18 with additional stack chairs if available)
RM 102 Board Room	20' x 13' 260 sf	12 Seated
RM 115 Kitchen	20' x 16' 320 sf	NA

18. Facility Rates & Facility Details:

ROOM	Tables/Chairs	RATES	DEPOSIT
RM 119 Multi Purpose	9 x 60" Round 78 Armless Stack Chairs 4 x 29.5" x 96" Tables	*\$55 Per Hour / 2 Hour Minimum Not to exceed \$500 - All Day *\$75 Per Hour / 2 Hr. Min.-Non Resident Not to exceed \$600 - All Day Non Resident After Hours Staff Fee \$15 Per Hour	\$100 - 4 hours or less \$200 - 4 hours +
RM 117 Activity A	30 Stack Chairs 5 x 60" Round Tables	*\$30 Per Hour / 2 Hour Minimum Not to exceed \$250 - All Day *\$60 Per Hour / 2 Hr. Min.-Non Resident Not to exceed \$350 - All Day Non Resident After Hours Staff Fee \$15 Per Hour	\$50
RM 118 Activity B		*\$20 Per Hour / 2 Hour Minimum Not to exceed \$200 - All Day *\$30 Per Hour / 2 Hr. Min.-Non Resident Not to exceed \$300 - All Day Non Resident After Hours Staff Fee \$15 Per Hour	\$40
RM 115 Kitchen	Stove, Refrigerator, Dish Washer, Sink, Microwave, Preparation Island 8' x 4'	\$25 Per Activity or Associated Rental	NA

Special considerations in the form of reduced rates may be given to community sponsored Non-profits and organizations that meet criteria outlined in Article 14 of the City of Highland Village Code of Ordinances.

19. Rental availability:

The center will be closed on all City Recognized Holidays, and some Holiday weekends. Closures will be posted on the City Website.

As the Lessee, I (please print your name) _____ agree, to the
rules and terms of use as stated in this lease agreement. I understand, and agree, that failure to
do so may result in forfeiture of all or a portion of my deposit.

Lessee Signature _____ Date _____

City of Highland Village Staff: _____ Date _____