



LUBBOCK COUNTY COMMUNITY CENTER RULES AND REGULATIONS

Dear Community Member:

Thank you for reserving one of our Lubbock County Community Centers. The intent of this facility is to provide space for members of the community to be able to host family and social events at an affordable cost. To ensure that we are able keep the fees reasonable, we ask that renters take the steps listed in the rules and regulations to ensure that we keep our centers in excellent condition for years to come.

The use of this building is strictly designated for community purposes and is intended to serve the interests of the public. Under no circumstances shall admission fees be charged or personal profit be derived from the use of this facility. All activities conducted within this building must align with our mission to provide a safe, inclusive, and accessible space for everyone. Any violation of these terms will result in immediate termination of permission to use the building.

Lubbock County shall not be held responsible for loss or damage resulting from events hosted by an individual(s) or organization at the designated Lubbock County community center.

COMMUNITY CENTER AVAILABILITY

The community center will be rented on a first come, first served basis. The facility can be reserved Monday through Sunday from 10:00 am to 10:00 pm. Weekend and holiday use varies.

The rental must start and end within the reserved time frame. The renter will not have access to the community center prior to 10:00 am on the date of the rental. The facility must be cleaned and vacated no later than 10:00 pm on the night of the rental.

COMMUNITY CENTER FEES

<u>PCT 1</u> <u>Wolfforth</u>	<u>PCT 2</u> <u>Slaton</u>	<u>PCT 3</u> <u>Idalou & New Deal</u>	<u>PCT 4</u> <u>Shallowater</u>
Rental Fee: \$200.00 (Per Day)	Rental Fee: \$250.00 (Per Day)	Rental Fee: \$100.00 (Per Day)	Large Room Rental Fee: \$200.00 (Per Day) Small Room Rental Fee (w/ kitchen): \$100.00 (Per Day)
Deposit: (Due 5 days prior) \$200.00	Deposit: (Due 5 days prior) \$200.00	Deposit: (Due 5 days prior) \$200.00	Deposit: (Due 5 days prior) \$200.00
Water Tap Fee: Not available at this location.	Water Tap Fee: \$25.00 Tap: 1 2 3 4	Water Tap Fee: Not available at this location.	Water Tap Fee: Not available at this location.
Payment Methods Accepted: Credit or Debit Cards	Payment Methods Accepted: Credit or Debit Cards	Payment Methods Accepted: Credit or Debit Cards	Payment Methods Accepted: Credit or Debit Cards

All reservations will need to be submitted online. Only if the online system is experiencing technical issues, payments can be made with cash, check, or money order in person.

- ❖ At the time of reserving your rental date online, the rental fee and deposit must be paid upfront.
- ❖ If the online system is experiencing technical issues, the renter will need to fill out a rental agreement form and pay the rental fee upfront at **904 Broadway, Suite 101, Lubbock, Texas, 79401**. The deposit must be paid (5) five business days prior to the rental date if the online system is still experiencing issues.
- ❖ Deposits will be refunded upon notification from the caretaker that the clubhouse was cleaned, not damaged, and returned to good order as per the Lubbock County Community Center Rules and Regulations. **FAILURE TO RETURN THE BUILDING TO ITS ORIGINAL STATE AFTER THE EVENT WILL RESULT IN FORFEIT OF THE \$200.00 DEPOSIT.**

NONPROFIT ORGANIZATIONS 501(c)(3)

To reserve one of Lubbock County's community centers, nonprofits will not have to pay a rental fee upon providing a copy of Form 501(c)(3) to the Lubbock County Commissioners' Court staff. Please email the form along with the date, contact information, and event details to commissionerscourt@lubbockcounty.gov. The nonprofit organization will be required to pay a rental deposit for the event. All rules and regulations must be followed, including cleanup after facility use. If cleaning is not performed or there is damage incurred, the deposit will be forfeited.

FACILITY RESTRICTIONS

- ❖ No tobacco products or smoking is allowed inside the facility or on the property, this also includes the use of electronic vapes.
- ❖ Alcohol and consumption/possession of any illegal substance are not permitted in the building or on the property.
- ❖ Weapons, firearms, and knives should not be brought into the facility or on the property.
- ❖ Doors at the community center must **ALWAYS** be kept closed. Please do not prop them open.
- ❖ Music volume is to be kept at a moderate level.
- ❖ To avoid any damage to the floors, we ask that chairs and tables are not dragged. If there are chair and table carts available at the facility, we ask the carts are not removed from the closets for any reason, nor shall they be taken off the blocks they sit on.
- ❖ If there is black and white signage posted around the center, please pay special attention to the instructions and reminders that are to be adhered to.
- ❖ Spray or brush painting is not allowed.
- ❖ Fog and smoke machines are not permitted.
- ❖ No animals will be allowed inside the Lubbock County Community Center.
- ❖ Behaviors/actions deemed inappropriate will not be tolerated. Inappropriate behaviors/ actions include, but are not limited to: exotic dancers, inappropriate films, and aggressive behavior.
- ❖ No gambling or wagering of any kind.
- ❖ Vehicle parking is allowed in authorized parking areas only. Vehicles may not drive onto the sidewalk/grass areas.
- ❖ Inflatable structures (bouncy houses, inflatable water slides, moon walks, jumpers, closed inflatable trampolines, etc.) may be plugged in and used only at any of the community center locations. Water bouncers are allowed with the purchase of the water tap (Precinct 2 location).
- ❖ The use of this building is strictly designated for community purposes and is intended to serve the interests of the public. **Under no circumstances shall admission fees be charged or personal profit be derived from the use of this facility.** All activities conducted within this building must align

with our mission to provide a safe, inclusive, and accessible space for everyone. Any violation of these terms will result in immediate termination of permission to use the building.

DECORATIONS

We appreciate your help to preserve the building and its integrity. Please follow these guidelines when it comes to decorating the community center:

- ❖ There shall be **NO** use of glitter, tinsel, foil/regular confetti, confetti eggs, pinatas, small jewels, sequin encrusted decor of any kind (includes wrapping paper, banners, tablecloths, balloons, flowers, etc.), rice, birdseed, hay, hay bales, straw, grass, and silly string.
- ❖ **NOTHING shall be PINNED, STAPLED, or TAPED to panels or interior walls of the community center. Furthermore, NO event decorations or any other decorative materials shall be nailed, tacked, screwed, or otherwise physically attached to any part of the community center's walls, ceilings, light fixtures, or floors.**
- ❖ Tape or adhesive of any kind shall not be placed on the floors or walls for any reason.
- ❖ Absolutely no candles, burning incense, or flame producing devices.
- ❖ Any flammable/combustible materials and sparklers are prohibited.
- ❖ Glow sticks or other liquid filled glow devices are prohibited.
- ❖ All decorations and items not owned by Lubbock County must be removed from the community center immediately following the event.

RESPONSIBILITY OF THE RENTER

- ❖ The renter is responsible for returning the facility/property to its original state which existed prior to usage (this includes tables and chairs back to where they belong on the carts, housekeeping is done). Failure to do so will result in the deposit being forfeited.
- ❖ The caretaker will determine if the renter will be financially responsible for any damage done to the facility/property exclusive of ordinary wear and tears.
- ❖ The renter, who is over the age of **(18) eighteen**, agrees to be present for the entire event and assumes responsibility for the conduct of all guests.
- ❖ Set up, break down, and cleanup of any program, event, or activity is the responsibility of the renter.
- ❖ The renter shall be financially responsible for damages done to the facility/property exclusive of ordinary wear and tear.
- ❖ The renter assumes full responsibility for personal injury to a participant(s) and/or spectator(s).

REASONS FOR DENYING A RENTAL REQUEST OR CANCELING A RESERVATION

Lubbock County may deny an applicant the privilege of using the facilities, even if they are available, and/or cancel an event for any of the following reasons:

- ❖ If full payment is not received.
- ❖ Violation of the rules and regulations.
- ❖ Previous incidents wherein use of the facility resulted in damage, or misuse of the facilities or equipment.
- ❖ Misrepresentation of an event.
- ❖ Any action which may result in harm and/or damage to attendees, participants, County personnel, security personnel or where the public is in danger.
- ❖ Renter or guests causing damage to the property.

- ❖ Improperly supervising or monitoring children, attendees, and visitors.
- ❖ Any act by the Renter that Lubbock County deems as a public safety issue, illegal, health risk or damaging to the County's reputation.
- ❖ Any causes beyond Lubbock County's reasonable control, including but not limited to tornado, earthquake, flood, fire, storm, natural disaster, act of God, government orders or any other major event.

Curtis Parrish, County Judge

Mike Dalby, Precinct 1

Jason Corley, Precinct 2

Cary W. Shaw, Precinct 3

Jordan Rackler, Precinct 4

ATTEST:

Kelly Pinion

Adopted by the Lubbock County Commissioner's Court **/**/****