



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 can 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 designated for Lubbock County community purposes and is intended to serve the interests of the citizens. 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-serve basis. The facility can be reserved Monday through Sunday from 10:00 am to 10:00 pm. Holiday and/or weekend hours may be restricted.

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: \$275.00 (Per Day)	Rental Fee: \$150.00 (Idalou - Per Day) \$100.00 (New Deal – 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 (no deposit/refunds) Tap: 1 2 3 4	Water Tap Fee: Not available at this location.	Water Tap Fee: Not available at this location.
RV Hookup: Not available at this location	RV Hookup: \$25.00 (no deposit/refunds)	RV Hookup: Not available at this location	RV Hookup: Not available at this location
Early Entrance Fee: \$50.00 (no refunds) - 8:00am \$25.00 (no refunds) - 9:00am	Early Entrance Fee: Not available at this location.	Early Entrance Fee: Not available at this location.	Early Entrance Fee: \$25.00 (no refunds) per room, per day
Baseball Tournaments: Not available at this location	Baseball Tournaments: \$25.00 (no deposit/refunds)	Baseball Tournaments: Not available at this location	Baseball Tournaments: Not available at this location
Payment Methods Accepted: Credit/Debit Cards	Payment Methods Accepted: Credit/Debit Cards	Payment Methods Accepted: Credit/Debit Cards	Payment Methods Accepted: Credit/Debit Cards

All reservations must be made online. In the event technical issues prevent online registration, in-person registration and payment will be accepted. Acceptable forms of in-person payment are check or money order.

Reservations are made in sequential order. They can also be reserved **6 months in advance** from the current date (today's date) and with a **minimum of 10 calendar days in advance**. Reservations will not be allowed after that, unless the event is a time sensitive or emergency event such as a funeral.

- ❖ At the time of reserving your rental date online, the rental fee and deposit must be paid up front.
- ❖ If the online system is experiencing technical issues, the renter will fill out a rental agreement form and pay the rental fee up front at **904 Broadway, Suite 101, Lubbock, Texas, 79401**. In this circumstance, the deposit must be paid (5) five business days prior to the rental date.
- ❖ Keycode entrance information will be communicated directly with the renter after the reservation has been made.
- ❖ Deposits will be refunded upon confirmation that the clubhouse is clean, undamaged, 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 THE FORFEIT OF THE \$200.00 DEPOSIT. THE DEPOSIT IS NOT A CLEANING DEPOSIT.**
- ❖ Credit/Debit card information must be saved **DURING** the online checkout to be eligible for a credit/debit refund. If you choose not to do so, be aware that the deposit refund may take 6-8 weeks to be fully processed via mailed check to the address in your online profile. You will not be able to add the credit card information after the reservation has been made.
- ❖ To cancel a reservation, contact the facility caretaker with the reservation holder's name, permit number, date of event, and location. **Allow 24 hours for a response and be aware you will not be given a rental fee refund for cancellations WITHIN the 15 calendar days of your reservation.**
- ❖ To change your reservation date, contact the facility caretaker with the reservation holder's name, permit number, current date of event, new date requested, and facility location. **Allow 24 hours for a response. Reservations do go quickly, so there is a possibility the new date may not be available.**

NONPROFIT ORGANIZATIONS 501(c)(3)

To reserve one of Lubbock County's community centers, nonprofits are not required to pay a rental fee upon providing a copy of the status as a 501(c)(3) to the caretaker. Email documentation of your status along with the **reservation date**, **contact information**, and **event details** to the facility caretaker. The nonprofit organization will be required to pay a rental deposit for the event. Deposits will be refunded upon confirmation that the clubhouse is clean, undamaged, 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 THE FORFEIT OF THE \$200.00 DEPOSIT. THE DEPOSIT IS NOT A CLEANING DEPOSIT.**

FACILITY RESTRICTIONS

- ❖ Tobacco products, electronic vapes, and smoking are prohibited inside the facility and on the property.
- ❖ Alcohol and illegal substances are prohibited inside the facility and on the property.
- ❖ Weapons, firearms, and knives are prohibited in the facility and on the property.
- ❖ Doors at the community center must **ALWAYS** be kept closed. Propping community center doors open is prohibited in the facility.

- ❖ Keep music volume at a moderate level. Loud music is prohibited inside the facility and on the property.
- ❖ Tables and chairs must not be dragged across the floor.
- ❖ Chair and table carts must always remain in the closets and must not be removed from the blocks.
- ❖ Dancing and other activities that might cause damage to the flooring are prohibited inside the facility.
- ❖ Pay special attention to the instructions and reminders on the black and white signs that may be posted around the building.
- ❖ Spray painting and brush painting are prohibited inside the facility and on the property.
- ❖ Fog and smoke machines are prohibited inside the facility and on the property.
- ❖ Animals, other than trained service animals as protected by the ADA, are prohibited inside the facility.
- ❖ Inappropriate behaviors and actions are prohibited inside the facility and on the property. Inappropriate behaviors/actions include but are not limited to exotic dancers, inappropriate films, and aggressive behavior.
- ❖ Gambling and wagering are prohibited inside the facility and on the property.
- ❖ 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 (with purchase of a water tap), moon walks, jumpers, closed inflatable trampolines, etc.) may be plugged in and used only at Precinct 2 Slaton Community Center.
- ❖ Non-water feature inflatables are allowed at the Precinct 1 Wolfforth Community Center with a signed City of Wolfforth waiver. No stakes are allowed for securing.
- ❖ 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. Follow these guidelines when it comes to decorating the community center:

- ❖ There shall be **NO** use of glitter, tinsel, foil/regular confetti, confetti eggs, piñatas, small jewels, rice, birdseed, hay, haybales, straw, grass, silly string, or anything of the like. This list is not exhaustive, so anything that the remnants of cannot be completely removed before your departure will result in a breach of this portion of the agreement.
- ❖ **NOTHING shall be PINNED, STAPLED, or TAPED to panels, doors, 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, doors, 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:

- ❖ Failure to make full payment by the applicable deadline.
- ❖ 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.
- ❖ Violation of maximum occupancy capacity.
- ❖ 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.
- ❖ Answering “NO” to any of the online reservation system prompts during the checkout process.
- ❖ 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 09/29/2025