



RENTAL POLICIES/FACILITY USE REGULATIONS

	Operational Hours (Residents)	Operational Hours (Non-Residents)	Non-Operational Hours (Residents)	Non-Operational Hours (Non-Residents)	Operational Hours (Non-Profit, Resident)	Operational Hours (Non-Profit, Non-Resident)	Non-Operational Hours (Non-Profit, Resident)	Non-Operational Hours (Non-Profit, Non-Resident)
Room A	\$10/hour	\$25/hour	\$25/hour	\$50/hour	Free	\$10/hour	\$25/hour	\$35/hour
Room B	\$10/hour	\$25/hour	\$25/hour	\$50/hour	Free	\$10/hour	\$25/hour	\$35/hour
Room A+B	\$20/hour	Not Available	\$50/hour	Not Available	Free	Not Available	\$50/hour	Not Available
Gym Full Court	Not Available	Not Available	\$50/hour	Not Available	Not Available	Not Available	\$50/hour	Not Available
Gym Half Court	Not Available	Not Available	\$25/hour	\$50/hour	Not Available	Not Available	\$25/hour	Not Available
Senior Center	Not Available	Not Available	\$25/hour	\$50/hour	Not Available	Not Available	\$25/hour	\$35/hour
Library Meeting Room	\$10/hour	\$25/hour	\$10/hour	\$25/hour	Free	\$10/hour	Free	\$10/hour

- Refundable Deposit - \$100
- Kitchen Use Fee - \$50

RENTAL POLICIES/FACILITY USE REGULATIONS

GENERAL

- The gymnasium, meeting rooms, and kitchen are available for reservations outside of scheduled programming. Admission to these areas is prohibited outside of attendance in a registered or scheduled activity or rental. The multipurpose room is only for registered activities and is not available for reservation.
- Reservations must be made, by individuals over the age of 18, in person or by telephone at least 2 weeks prior to the desired date. Proof of residency is required to receive the resident rate and proof of non-profit status is required to receive the non-profit rate.
- Reservations can be made a maximum of 3 months in advance.
- The individual placing the reservation request must be an authorized representative of the organization/event and must be present during the rental.
- Non-profit organizations may reserve rooms for a maximum of once per month and a maximum of 6 hours per use. Other reservations are allowed for a maximum of 8 hours per use.
- City staff has the final approval in granting facility use for activities and reserves the right, after review, to refuse future use to any group, organization, or individual exhibiting a lack of regard for the policies stated within this agreement. Special issues may be addressed on a case-by-case basis.
- All reservations must be completed and the facility vacated by 10:00 PM.
- Only City employees shall operate thermostats and AV equipment. Approval to use AV equipment must be noted on the facility use rental agreement.
- Any exception to the rules in this policy must be designated on the facility use rental agreement and must be approved by staff.

PAYMENTS AND DEPOSITS

- A deposit must be paid within 7 business days of the time the reservation is made.
- All payments and deposits must be paid at least 2 weeks prior to the reservation.
- Deposits will be refunded if:
 - Rooms are vacuumed and/or swept and tables/counters are wiped down.
 - Trash is taken to dumpster.
 - Tables and chairs are stored and placed in their original location.
 - The reservation abides by the times specified on the individual's Rental Agreement.

CANCELLATIONS

- In order to receive a full refund (deposit included) for a facility rental, notice must be given at least 7 days prior to the date of the rental.
- Refunds may be given under special circumstances at the discretion of City staff.

DECORATIONS

- Confetti, glitter, rice, and silly string are not permitted.
- Nothing may be hung, or taped to the walls or ceiling without prior approval.
- Nothing may be tacked on the walls and ceiling.
- Open flame candles and sparklers are prohibited.
- Bubbles and birdseed are only permitted outdoors.

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KITCHEN USE

- You must bring your own utensils, plates, napkins, cups, etc. The use of the facility's kitchen supplies is prohibited.
- The use of the stovetop is prohibited without prior approval from City staff.
- The oven may only be used as a warmer.
- All counters and appliances used during the rental must be wiped down with the provided cleaning supplies. Spills must be cleaned up before exiting the rental space.
- All liquids, other than grease, must be poured down the sink before disposing the containers in the trash can. All food and personal items must be removed before exiting the rental space.

SETUP AND CLEANUP

- Reservation times must include setup and cleanup times. Each reservation group is required to set up the tables and/or chairs and return them to their original location.
- Staff does not assist in set up, takedown or clean up.
- Cleaning supplies and trash bags will be provided. Each reservation group must vacuum, sweep, and dispose of all trash in the dumpster located in the facility parking lot. All tables and countertops must be wiped down with the provided cleaning supplies before exiting the rental space. The kitchen, if used, must be cleaned according to the kitchen use policy.

MUSIC AND NOISE LEVELS

- Activities generating a level of noise that interferes with other areas will not be permitted.
- Music and amplified sounds should not be heard in other rooms within the building.

ALCOHOL AND TOBACCO USE

- The City of Sachse does not permit alcohol on or inside City property.
- Smoking and the use of other tobacco or vaping products is prohibited on or inside City property.

CHILDREN AND YOUTH

- Adult supervision must be maintained throughout the reservation.
- All activities involving minors require a ratio of 1 adult to every 10 children.

LIABILITY

- The responsible party is required to be at the event at all times and is liable for any damages occurring during their use of the room. All damages or costs associated with repair, replacement, and cleanup of the facility and equipment may result in the City holding the deposit and requesting additional fees.
- The City of Sachse accepts no liability for any damage to persons or property arising from the use of the facility.