

Lytle Community Center Cleaning Check List

- ___ 1) Mop up all spills.
- ___ 2) Wipe off all tables used.
- ___ 3) Wipe off all chairs with spills on them.
- ___ 4) Take trash from all trash cans with you.
- ___ 5) Clean out kitchen sinks.
- ___ 6) Wipe off all kitchen counters.
- ___ 7) Pick up all trash and debris from center floor, ground and parking lot.
- ___ 8) Take all your property and belongings with you.
- ___ 9) Clean up all confetti, rice, birdseed etc., thrown at your event.
- ___ 10) Wipe all scuffs marks off center floor.
- ___ 11) Restrooms should be checked to see that all units have been flushed and floors are free of paper.
- ___ 12) **Turn off** air conditioner. *
- ___ 13) Absolutely **NO** glitter.
- ___ 14) Absolutely **NO** confetti throwing machines.

If any of the above items need to be done by our city crew and/or our cleaning crew following your event, you will be charged the extra cleaning fees. *If the air conditioner is left on you will be charged an additional \$25.00 fee.

We ask that you help us keep our community center looking nice by doing your part in cleaning up.

COMMUNITY CENTER GENERAL INFORMATION

ITEMS AVAILABLE FOR USE:

TABLES

10-5' Round Plastic Tables

10-6' Round Wooden Tables
Fits 10, eight more comfortably

NOTE: 84" round table cloth fits best

50-6' Rectangular Tables, 30" wide
Fits 6; three on each side

Entryway Table---4' long (drop leaf)

Ice Machine---Holds 500lbs of ice

No stove in center; 2 Microwave ovens only

Large Refrigerator with Freezer available

Cleaning supplies provided for mopping up spills

42 cup coffee maker available

Paper towels & Toilet paper are kept in dispensers

Trash liners are provided

CHAIRS

Approximately 157-Brown

Approximately 74-Gray

Approximately 86-Tan

COMMUNITY CENTER RULES

City of Lytle Community Center Policies and Operating Procedures.

The Lytle Community Center has been designed to enhance and enrich the cultural life of the community. All residents of the community are entitled and encouraged to use the community center for activities that would benefit the community. The center is open for use regardless of race, sex, age, national origin, religion or physical or mental handicap. The policies and operating procedures described below are intended to enhance any activity held in the community center so it is fairly available to all and the facility is kept in good shape for all to use and enjoy.

GENERAL POLICIES

1. Definitions

- a. "City Council" means the City Council of Lytle, Texas.
- b. "Center" means the Community Center owned by the City of Lytle, Texas.
- c. "Director" means the person the City Council of the City of Lytle has empowered to act in that capacity.
- d. "TABC" means the Texas Alcoholic Beverage Commission.
- e. "Caterer" means any person, firm or organization who sells or serves food or beverages to a user in the center.
- f. "User" means any person, firm or organization who makes use of the facilities of the center.
- g. "Taxpayer" - a person who is a property owner and pays ad valorem taxes in the City of Lytle. Taxpayer must be current with payment of City taxes.
- h. "Resident" - a person residing in the City of Lytle who does not own property and does not pay ad valorem taxes.

2. Written Agreements

- a. No user shall use any space, inside or outside of the community center without executing a written agreement. The form of the agreement will be prescribed by the director and shall be approved as to content by the City Attorney and the City Council.

3. Classifications of Use

- a. Rental rates shall depend on the classification of the user.
- b. The duration of the use of the building will not affect the fee charged.
- c. Users shall be classified into one of the categories listed below:
 - (1) Non-Profit - educational, civic, religious, or health and welfare events.

- (2) Resident - user resides inside City limits of Lytle, but does not own property in City or pay ad valorem taxes.
- (3) Taxpayer - user who owns property in City of Lytle and pay ad valorem taxes. User must be current with payment of City taxes.

4. Advance Booking

- a. The center shall be available to all groups on a first come, first serve basis. Reservations will be made in person by an adult over 21 years of age.
- b. Groups that expect over 50 people or who will have to pay a fee of more than \$100 should sign the appropriate contract at least two weeks in advance.
- c. Groups that expect to use the center for more than six hours or for several days should sign the appropriate contract at least two weeks in advance.
- d. Reservations may be made for up to one year in advance. If a particular day or days are decided to be subject to a large request for advance booking, separate booking arrangements will be made.

5. Fees

- a. Fees for use of the center are set by the City Council and are subject to change from time to time. Current fee schedule attached.
- b. All contracts signed before a general fee increase will be honored at the rate in effect at the time the contract was signed.

6. Payment of Fees

- a. Fees of less than \$50 must be paid at the time of execution of the agreement, by cashier's check or money order.
- b. Unless otherwise approved, fees over \$50 shall be paid in the following way:
 - (1) Security deposit paid at time of reserving the center.
- c. All fees must be paid two weeks prior to the event, and by cashier's check and/or money order, only.

7. Required Security

- a. At any event where using alcohol is anticipated, the user must employ certified peace officers or constables who will be present 30 minutes before the event, during the entire event, and up to 30 minutes after the event.
- b. The number of officers to be employed by the user will be one (1) officer for every one hundred people:

Events with alcohol	Officers required
1-100	1
101-200	2
201-300	3

Required law enforcement officers: Hired by center; current rate \$30.00 per hour for users that are taxpayers, and residents of city or ETJ.

- c. An event without alcohol sponsored by taxpayers and Lytle residents requires one security.
- d. Officers will be hired by the Community Center and the user will pay in advance for their services.
- e. Any event that will be held primarily for those under 18 years of age will provide chaperones, and give the names of the chaperones when the fees are paid.

8. Community Center Property

- a. The community center has chairs, tables and a kitchen available for rent by users. In the event the community center does not have the equipment needed by the user, the user may at their expense bring equipment to the center for use. The use of outside equipment must be approved in advance by the Council before it is brought to the center.
- b. Set up of chairs and tables will be by community center personnel. Desired lay out must be included in the reservation request.
- c. The user is responsible for all damage to the center and the property of the center.

9. Security Deposit

- a. A security deposit will be required of any user which sponsors any event at the center.

The amount of security deposits is listed under "Deposits" section.

- b. The deposit shall be used by the center to repair, replace or pay for any property of the center that is damaged or destroyed by the user and any participants at the event. Normally the deposit will be refunded after 10:00 AM on the next business day after a function, however it may be held if a damage assessment has not been completed.
- c. The deposit or any part of it may be held to cover excessive or unusual clean up expenses.
- d. Groups not vacating the center after their agreed ending time will forfeit their deposit.
- e. User automatically forfeits their deposit if the center's sound system is tampered with, and will be held responsible for any and all damages to the sound system.

10. Clean-up

- a. All users will return the facilities in the same condition as when received, except the center will provide dusting, sweeping and mopping.
- b. Users will be responsible for cleaning up any areas which, as a result of users use, will require more than normal clean-up services.
- c. Before leaving the premises after the event, the user will remove all litter from the center and dispose of that litter in an approved depository.
- d. A rate of \$10.00 per man hour will be assessed to the user for any clean-up done by the center that was the responsibility of the user. The excessive clean-up fee shall be retained from the security deposit.

11. Nonconforming Events

- a. Events not conforming to accepted community standards or any event that has been scheduled due to untrue or misleading information provided by the user shall be rejected or cancelled. Any such rejection or cancellation shall be at the sole discretion of at least two members of the City Council.
- b. Use of the center to accommodate child care groups for day care or nursery facilities will not be permitted due to lack of appropriate design features.

12. Alcoholic Beverages

- a. Events which include the serving of alcoholic beverages shall be conducted under the laws of the State of Texas and rules and regulation of the TABC. Users are required to contact the TABC for information regarding such rules and regulations.

b. At any event at which a license is required for the serving of alcoholic beverages, such license shall be filed with the Director at least 48 hours prior to the event.

13. Cancellation Weekday (Monday-Thursday)

- a. Any weekday user cancelling an event more than 30 days prior to the beginning of the event shall be entitled to a full refund of any fees and/or deposits paid.
- b. Any weekday user cancelling an event more than 15 days prior to the beginning of an event but less than 30 days shall be entitled to refund of one half of the amount of fees and/or deposits paid, or to a full refund only if the space is used by some other event and they pay the full fee.
- c. Any weekday user cancelling an event less than 7 days prior to the beginning of an event is entitled to a refund only if the space is used by some other event and they pay the full fee.

14. Cancellation Weekend (Friday-Sunday)

- a. Any weekend user cancelling an event more than 60 days prior to the beginning of an event will be entitled to full refund.
- b. Any weekend user cancelling an event more than 30 but less than 60 days prior to an event, shall be entitled to a refund of one-half of the amount of the fees paid.
- c. Any weekend user cancelling an event less than 30 days prior to the beginning of an event shall be entitled to a refund of fees only if the space is used by another event that pays the full fee.

Schedule of Deposits and Fees for the Lytle Community Center

15. **DEPOSITS**

Deposits are required to assure that the center is left in good condition. Deposits are refundable upon compliance with all rules and regulations and clean-up requirements. Deposits will be paid by cash only, effective March 10, 2014.

Security Deposit

Deposits be a flat fee instead of being figured on size of crowd and type of event.

Deposit for Auditorium - \$600.00
Lytle tax payers and
residents
and non-profit organizations

Deposit for Room(s) - 50.00

No kitchen deposit required, as kitchen is included with auditorium and room(s). If both auditorium and room(s) are being used at same time, it is understood that the kitchen goes with the auditorium.

16. **ROOM FEES**

Room fees are as follows:

\$20.00 per day for one room
\$30.00 per day for both rooms

The center is normally open from 9 AM to 12 PM, Monday through Thursday and 9 AM to 1 AM, Friday through Sunday.

17. **CENTER (AUDITORIUM) FEES**

\$325.00 + security - resident
\$250.00 + security - taxpayers (ad valorem)
\$100.00 - non-profit organizations

18. **CENTER FEES FOR DECORATION AND/OR CLEANING PURPOSES**

If a taxpayer and/or resident wishes to use the Center prior to the event for decorating, a fee of \$50.00 per day is required.

If a taxpayer and/or resident wishes to use the Center after the event for cleaning purposes, a fee of \$50.00 per day is required.

19. **MISCELLANEOUS**

Lytle non-profit organizations using the center for an event that promotes the City and is open to the public, is exempt from paying fees.

Lytle non-profit organizations will be allowed to hold one (1) private event per year at \$100.00. Example: Christmas party for Lytle Fire Department.

If the Community Center Director is unable to qualify the user under any of the above rules and regulations, the user must go before the City Council.

20. **SOUND SYSTEM**

Users must tell clerk(s) when reserving center that the center's sound system will be needed for their event; otherwise, the room that houses the sound system will be kept locked.

If user reserves use of sound system for their event, City personnel will set up system as per user's instructions and also give instructions on use of system to user.

21. **VOIDING OF CONTRACT**

The City of Lytle reserves the right to void a contract with a user, should the overriding needs of the community require the city to set up a shelter at the community center.