

COMMUNITY CENTER ANNEX BUILDING RULES

City of Lytle Community Center Annex Building Policies and Operating Procedures.

The Lytle Community Center Annex Building 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 annex building for activities that would benefit the community. The annex building 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 annex building 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. "Annex Building" means the new addition to the Lytle Community Center that has been designated by the Lytle City Council to be used for the Lytle Nutrition & Senior Citizens' Program.
- 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 annex building.
- f. "User" means any person, firm or organization who makes use of the facilities of the center annex building.
- 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.
- i. "Senior Citizens" means persons sixty (60) years of age or older.
- j. "Private Party" means a party that is only open to invited guests and not open to all citizens of the community.

2. Written Agreements

- a. No user shall use any space, inside or outside of the community center annex building 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, unless it is a private party sponsored by a senior citizen.
- 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 annex building shall be available to all groups within the City limits of Lytle 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 \$100 should sign the appropriate contract at least two weeks in advance.
- c. Groups that expect to use the center annex building 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 annex building 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 cash only.
- 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 cash 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

Required law enforcement officers: Hired by center annex building; current rate \$.30 per hour.

- c. An event without alcohol sponsored by taxpayers and/or residents requires no security.
- d. Officers will be hired by the Community Center Annex Building 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 Annex Building Property

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

9. Security Deposit

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

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

- b. The deposit shall be used by the center annex building to repair, replace or pay for any property of the center annex building 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 annex building after their agreed ending time will forfeit their deposit.

10. Clean-up

- a. All users will return the facilities in the same condition as when received, except the center annex building 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 annex building and dispose of that litter in an approved depository.
- d. A rate of \$10 per man hour will be assessed to the user for any clean-up done by the center annex building 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 annex building 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)

Applicable only to private parties sponsored by senior citizens.

- 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 Annex Building

15. DEPOSITS

Deposits are required to assure that the center annex building 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.

Security Deposit

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

Deposit for Taxpayers	-	\$100.00
Deposit for Residents	-	\$200.00

Deposit for Private Party Sponsored by Senior Citizen	-	\$ 25.00
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No kitchen deposit required, as kitchen is included with the annex building. However, person(s) sponsoring event must furnish all utensils, pots, pans, etc. needed for their event, as the Lytle Nutrition Program locks up all the properties belonging to the Medina County Nutrition Program.

The Lytle Community Center Annex Building has been designated by the Lytle City Council to be used exclusively by the Lytle Nutrition Program on weekdays from 9:30 a.m. until 2:00 p.m.

The Senior Citizens' Club may also use this building on weekdays from 9:00 a.m. until 5:00 p.m., provided a permit is obtained from City Hall by the person(s) and/or organization(s). Activities and/or event shall be open to all senior citizens in the community.

The annex building will be rented on a first come-first serve basis on weekends (Fridays, after 5:00 p.m. thru Sunday, 5:00 p.m.) to others wishing to rent the facility. Only residents of the City of Lytle will be able to rent this facility. The annex building will not be rented to people from outside the City limits of Lytle.

16. CENTER ANNEX BUILDING FEES

\$100.00 + security - resident
\$ 50.00 + security - taxpayers (ad valorem)
\$ 10.00 per hour - private party sponsored by Senior Citizen

17. CENTER ANNEX BUILDING FEES FOR DECORATION AND/OR CLEANING PURPOSES

If a taxpayer and/or resident wishes to use the Center Annex Building prior to the event for decorating, a fee of \$25.00 per day is required; provided this does not interfere with the hours set aside for use by the Nutrition Program and Senior Citizens' groups.

If a taxpayer and/or resident wishes to use the Center Annex Building after the event for cleaning purposes, a fee of \$25.00 per day is required; provided this does not interfere with the hours set aside for use by the Nutrition Program and Senior Citizens' groups.

18. PRIVATE PARTIES

Private "42" or "Bunco" clubs consisting of senior citizens are subject to rental fees, as their parties are only open to a certain group of people. Parties such as these, will be charged on a "per hour" basis, and will have to obtain a permit from City Hall at least two (2) weeks in advance. Cleaning will have to be done by the party renting the building to insure the building being in order for the Nutrition Program the next morning. The hourly rate for an event such as this will be \$10.00 per hour, with a deposit of \$25.00

19. MISCELLANEOUS

Lytle non-profit organizations using the center annex building 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 no cost. 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.