

Banquet Room & Gym Reservation Policies

<p>RESERVATION</p>	<p>Rowlett Community Centre banquet rooms, Gyms and City of Rowlett park pavilions can be reserved up to 9 months in advance on a first-come, first-served basis. Lessee must be at least 21 years of age. By completing and signing the agreement contract, lessee confirms that he/she is making the reservation for his/her own personal use, and not for another individual or group. Lessee will be the main contact person for the duration of the event and will be held responsible for actions of his/her guests.</p>
<p>DEPOSIT</p>	<p>Deposit (\$100/room; \$75/kitchen) fee is due at time of reservation and will be deposited. Deposit fees are not applied towards rental fee, and will be refunded in full when all conditions specified on the contract are met. Any violation of the contract will result in a minimum of 50% to a maximum of 100% deposit penalty. Deposit fees paid by credit card (Visa/Master Card), will be credited back to the same account within 14 business days. If paid by check or cash, deposit will be refunded within 30 business days, in the form of a City of Rowlett check that will be mailed to the lessee.</p>
<p>FEES</p>	<p>Total rental fees are due two (2) weeks prior to rental date. Rowlett Community Centre management reserves the right to cancel and/or re-assign reserved room(s) to another lessee if payment is not received at this time. Deposit and fees will not be reimbursed in this case. (For rates, please see Fee Schedule on page 5.)</p>
<p>CANCELLATION/ CHANGES</p>	<p>Reservation cancellations or changes will only be accepted directly from the lessee. All reservation cancellations must be made in writing and take effect on the date received. If contract is cancelled anytime up to two (2) weeks prior to rental, lessee will get deposit back less 20%. Deposit will be forfeited if contract is cancelled less than two (2) weeks prior to the rental. NO phone cancellations will be accepted. All reservation changes made anytime up to two (2) weeks prior to rental will result in a 10% administrative charge (of total deposit fee), due at the time of reservation change. All reservation changes made less than two (2) weeks prior to the rental will result in a 20% administrative charge (of total deposit fee), due at the time of reservation change. No reservation changes will be accepted on the day prior to, or on the day of the rental.</p>
<p>BANQUET ROOMS</p>	<p>Rowlett Community Centre has four (4) banquet rooms that can be rented in part or as a whole. Although RCC's banquet room capacity has been set by the City of Rowlett's Fire Marshal, the number of rooms to be rented and capacity will be based on accommodations (space for dance floor, number of tables used, set-up in general) requested by the lessee. This will be determined by Community Centre Staff. All reservations are limited to only the room(s) rented. All other areas in the RCC are off limits during rental times. Table sizes are as follows: 60" round tables, 8'x 2.5' rectangular tables, 6'x 2' rectangular tables. Round tables will seat 6 – 7 people. RCC rooms cannot be used for an event/activity that will conflict with any RCC sponsored programs.</p>
<p>RENTAL HOURS</p>	<p>Rental hours must include set-up and clean-up time. Lessee and/or other members of the lessee's party will not be allowed in the assigned room(s) until time specified on the contract. It is the lessee's responsibility to notify their caterer, decorators, planners, florists, and/or delivery company of their rental hours. All decorations, food, and rental items must be removed from RCC premises at the end of the specified rental time. Early entry or late</p>

	vacating will result in a total loss of deposit and added rental fees.
RESERVATION	Rowlett Community Centre banquet rooms, Gyms and City of Rowlett park pavilions can be reserved up to 9 months in advance on a first-come, first-served basis. Lessee must be at least 21 years of age. By completing and signing the agreement contract, lessee confirms that he/she is making the reservation for his/her own personal use, and not for another individual or group. Lessee will be the main contact person for the duration of the event and will be held responsible for actions of his/her guests.
KITCHEN	A kitchen facility is also available for rent on a first-come, first-served basis. The kitchen can only be rented to one (1) party at a time. Rental of the kitchen is for warming/reheating purposes only; no cooking is allowed. Amenities include: two microwave ovens, an electric range with oven, an ice machine and an industrial size refrigerator and freezer.
FOOD	Lessee may bring in their own food and drink. Food is not to be prepared on the premises.
ALCOHOL	Per City of Rowlett Ordinance # 2004-215 Sec 4, an alcohol permit fee of \$50.00 will be charged if lessee wants to serve during time of room rental. In addition to the permit fee, lessee must secure the services of an off-duty Rowlett Police Officer, for the duration of the event, at his/her own expense. Minimum contract required by RPD is four (4) hours. No alcoholic food or drink will be allowed in the building without the presence of the RPD Officer. RCC staff reserves the right to end a reservation immediately if it is proven that alcohol is served without the presence of a Rowlett Police Officer. The entire party will be asked to leave RCC premises. Full deposit and all paid fees will be forfeited in this instance. Alcohol Permit must be purchased at the time of reservation booking. ****Alcohol is never allowed in city parks or pavilions.
ROOM SET UP/LAYOUT	Tables and chairs are included in the rental fee, and will be set up according to lessee's layout. No tables and chairs will be allowed on the deck. No food/drink tables will be allowed in the lobby or hallway. Room layout is due with final reservation payment, at least 10 business days prior to rental. If layout is not turned in, set up will be determined by the Reservation Specialist and this will be the final room set up. Changes to room set-up will not be allowed either the day before or the day of the rental. Lessee will be allowed in the rented room(s) to set up at the time listed on the contract.
DECORATIONS	Use of nails, tacks, staples, tape, or adhesive of any kind is prohibited on walls or furnishings. Use of "Tac 'n Stick" is permitted. All balloons must be weighed down even if lessee has the intention of tying them to the chairs. All decorations must be taken down before lessee vacates the room(s). Use of confetti, sequins or birdseed within 50 feet of building entryway is prohibited. These items are also not allowed indoors. Bubbles can only be used outside the building. Any evident use of confetti, sequins or birdseed in the building may result in reduction or loss of deposit.
DELIVERIES	Lessee will be allowed in the rented room(s) to set up at the time listed on the contract. Delivery of rental equipment, food, and/or flowers can only be done during rental hours specified on the contract. Lessee or an event representative designated by the lessee must be available to accept deliveries of any kind. RCC staff is not allowed to accept and sign for deliveries.
MUSIC/ NOISE LEVEL	Music/noise level must be appropriate, as to not disturb regular operations or other facility rentals. Music is allowed during facility reservations. Noise level must be kept at a reasonable level as dictated by staff on duty. Rental of the dance floor is required if a DJ / DJ

	equipment or live band is present. Dance floor fee will be added to rental contact.
DANCE FLOOR	Maximum size is 18' x 18'. Reservation for the dance floor must be made at the time of room reservation or upon request whenever: Dancing, DJ equipment or live band is part of the event. Rental fee is \$200.00 per use regardless of size. This fee includes setup and break down of dance floor. To protect room carpeting, dance floor is required whenever dancing, DJ equipment or live band is part of the event.
CLEAN UP	Lessee is responsible for all clean up within the scheduled reservation time. Please include clean up time as part of your reservation. All cleaning supplies will be provided to lessee and will be made available for use by request of the front desk staff member. Room(s) must be vacuumed and kitchen must be mopped. All decorations, litter and other debris must be disposed of properly. Trash must be bagged and placed in the appropriate transport container. All rental items must be taken out of the rented room(s) before lessee vacates RCC premises. Any rental items left at RCC overnight, but picked before 9AM of the next business day will result in an additional \$50 or 25% deposit charge (whichever is greater), and will be taken out of the deposit. Any rental items not picked up until after 9AM of the next business day will result in an additional \$100 or 50% deposit charge (whichever is greater), and will be taken out of the deposit. Loss or damage to any rental items left at RCC is the sole responsibility of the lessee. RCC and the City of Rowlett assume no liability for loss or damage of rental items.
FIRE PROVISIONS	<ul style="list-style-type: none"> ○ Smoking is not allowed inside the building or on the deck. ○ Smoking is not allowed within 15 feet of the Rowlett Community Centre entrance/exit. ○ Sterno cans may be used for warming purposes only. Warming trays must have aluminum trays underneath them to prevent fire in case sterno cans get “knocked off” holders. Sterno cans are not allowed on the deck at any time. ○ Fog machines are not allowed. ○ Sparklers (or the like) are not allowed indoors or on the deck area at any time. ○ Entrance and exit doors may not be obstructed. ○ Due to fire regulations, room capacity set by Fire Marshal will be strictly enforced.
LIABILITY	All lessees agree to pay for any damage done to the facility, grounds, or furnishings by themselves, their guests, caterers, decorators, planners, florists, and/or delivery company during or pertaining to their rentals. Notification will be given to the lessee as soon as damages have been assessed. Lessee will be financially responsible for cost of repairs not covered by the deposit. The Rowlett Community Centre, including the City of Rowlett and its employees, is not responsible for anyone injured on the premises, personal property left in the building, or rental equipment used by lessee.
CHILDREN’S PARTY	All children’s (age 1 – 12) parties require one (1) adult chaperone age 18 and older per ten (10) children. Children’s party reservations include only the rooms rented. All other areas in the RCC are closed to lessees during rental times.
TEEN PARTY	Teen parties require one (1) adult chaperone age 18 and older per fifteen (15) teenagers. To prevent uncontrolled parties, lessee agrees to designate his/her party as “by invitation only”. Only guests with invitations will be allowed in the building. Lessee shall assign a designated adult by the front lobby door to accept guests. Lessee shall provide a band or a “tag” for each of their guest as they show up. Party guests who leave the building during the event will only be allowed back in the building if they have a “tag”. If RCC staff determines that the party is out of control, lessee will be notified and will be given the chance to get the party back in control. If nothing is done, RCC staff has the right to cancel the party and ask lessee to end his/her party right there and then. No refund of deposit or

	reservation fees will be made in this instance. Lessee will also be prohibited from future use of RCC banquet rooms for any kind of event without the presence of a Rowlett Police Officer. Party reservations include only the rooms rented. All other areas in the RCC are off limits during rental times.
GYM RESRVATIONS	Gym Rentals must follow and abide by all City of Rowlett Rental Guidelines and Policies. Adult supervision is required at all times. Lessee is responsible to supply their own equipment. The cost to rent a basketball court is \$50 an hour for a half court and \$100 an hour for full court. This is for residents and non-residents.

ROOM	SIZE	FURNISHED CAPACITY (Dependent upon set up)
A	1,086 sq ft	60
B	1,475 sq ft	80
C	1,194 sq ft	60
D	915 sq ft	50

Rowlett Community Centre Banquet Room Reservations

ROOM RENTAL HOURS AND FEES	<p>Rowlett Community Centre banquet rooms are available for rent during normal days of operation, Monday – Sunday. Reservations that are extended past regular business hours require at least four (4) weeks notice. Sunday reservations must be a 2 hour minimum. This will allow RCC management to adequately schedule staff for the event. Reservations may be made up to 9 months in advance.</p> <p>To make a reservation or for more information, please call the Rowlett Community Centre at 972-412-6170.</p>	
REGULAR BUSINESS HOURS	Monday – Friday	6:00am – 9:00pm
	Saturday	8:00am – 9:00pm
	Sunday	12:00pm – 6:00pm
NON-BUSINESS HOURS	Monday – Thursday	9:00pm – Midnight
	Friday – Saturday	9:00pm – Midnight
	Sunday	6:00pm – Midnight
RESIDENT FEES	Business Hours	\$50/hour/room
	Non-Business Hours	\$65/hour/room
	Kitchen Rental	\$20/hour
NON-RESIDENT FEES	Business Hours	\$100/hour/room
	Non-Business Hours	\$130/hour/room
	Kitchen	\$30/hour
OTHER FEES	Room Deposit	\$100/room
	Kitchen Deposit	\$75
	Dance Floor	\$200
	Set Up (100+ Guests)	\$25
	Alcohol Permit	\$50
	AV Equipment	\$50
	Sound System	\$25
	Table Cloths	\$8/each