



Guidelines for Use
Tomball Community Center
221 Market Street Tomball, TX 77375
281-255-6221

1. Reservations must be made through the office of the Manager of the Tomball Community Center, 221 Market Street, Tomball, Texas 77375. No reservations or cancellations will be confirmed until written request is received in person, or by fax or email.
2. All rental fees must be paid a minimum of two weeks in advance for all organizations meeting on a recurring basis as stated in your contract. Rental fees must be paid at the time of reservation for confirmation. NO reservations will be taken without rental fee payment. The refundable security deposit must be posted at least two weeks prior to reservation date, but no earlier than 3 months prior to rental. Refundable deposit check will only be held until after rental to insure against damages. Refunds will be returned to the applicant within two (2) weeks.
3. Any person or group renting the Center for a Public Function shall not prohibit, dissuade, prevent, or exclude any member of the public based upon or regarding an individual's race, color, religion, sex, sexual orientation, age, national origin, or disability.
4. All public notices, advertisements and announcements of any Public Function must state "This event is not endorsed or sponsored by the City of Tomball."
5. Private Functions cannot be advertised, promoted, announced, or opened to the public in any manner. The rules regarding a Public Function must be adhered to if such event is determined to be open to the public by City staff.
6. For additional security purposes, some functions may require uniformed officers. The Center staff will instruct users as to additional requirements and fees.
7. No person or group shall use any area or facility of the Center, including the parking lot, for any purpose other than for the purpose for which it was designed, designated, or assigned.
8. Patrons attending functions at the Center may not remain in the building or the parking area at any time other than the hours reserved for the function when Center is open to the public. **A Center employee will be on duty during the entire rental time, arriving 15 minutes prior to reservation and staying 15 minutes after end of reservation.**
9. All displays, lecture materials, equipment, supplies, etc., must be removed at the conclusion of each meeting, unless prior arrangements were made.
10. Fund-raising activities of a humanitarian nature will require written permission, with an explanation of product.
11. No pets are allowed in Center, with exception of Service Dogs (as defined by the Americans with Disabilities Act.).
12. Children must be supervised at all times and must remain in designated room assigned for that group's use.
13. Nothing is to be taped, stapled, nailed, glued, or attached to the walls, doors, windows, blinds, tables or chairs in any manner. The Center has a Walker Display System and we will work with you to display your decorations according to our guidelines.
15. Foods and/or beverages must be removed from the facility at the conclusion of the reservation.
16. A garbage can with plastic liner will be provided upon request. When vacating the facility, user **must** remove all trash and place in dumpster provided. Also, tables should be wiped with a damp cloth if food was served and floor **must** be swept. No mopping is required unless there is a spill. Dishpan, cloth, broom, and dustpan are available upon request.
17. The Center employees assign rooms to maximize Center capacity each day; therefore, the Center reserves the right to change room assignments to accommodate other groups.
18. All groups must be considerate of others using the Center and may not interfere with other group activities.
19. No tobacco products are allowed to be used inside the Center per Ordinance 96-21, passed December 16, 1996. A designated smoking area is provided outside.
20. The serving of alcohol will be done in compliance with the **Guidelines for Use of Alcohol.**
21. Contact person is responsible for conveying rules of Center use to anyone taking charge of the group, as well as all participants attending meetings or functions.
22. All religious activities may be scheduled on a temporary basis only, not to exceed (3) months, except in case of emergency with Council approval.
23. In order to assure refund of deposit, before vacating building, contact Center attendant on duty to verify that condition of room and responsibilities have been met.

Guidelines for Use of Alcohol

1. Alcohol or alcoholic beverages will not be allowed without the consent of the Center Manager.
2. At any function where alcohol or alcoholic beverages will be served, it will be necessary for the Contracting Party to pay for the services of two off-duty Tomball Police Officers, or licensed Peace Officers approved by the Tomball Police Department, during the *entire time* the Center is being reserved or used. If two Tomball Police Department Officers are not available, officers from another law enforcement agency will be employed.
3. The Security Guards, whose entire fee will be paid by the Contracting Party, will be scheduled by the Center Manager.
4. No alcohol or alcoholic beverages may be sold in the Center.
5. No alcohol or alcoholic beverages may be carried outside the Center.
6. No alcohol or alcoholic beverages may be consumed outside the Center.
7. Alcohol or alcoholic beverages may not be served to minors at any time.
8. At the discretion of the Security Guards or the Center employee, anyone deemed intoxicated may be asked to vacate the Center. Failure on anyone's part to do so will result in immediate cancellation of the event at that time and forfeiture of all fees and/or deposits.

Cancellation Procedure

1. Reservations may be canceled by calling or writing the Center Manager., but **No** reservations or cancellations will be confirmed until written request is received in person, or by fax or email.
2. All fees and/or deposits will be refunded provided the cancellation is received 14 days prior to the scheduled event.
3. In the case of organizations with a one-year Contract, the Center Manager should be advised of any change in the use of reserved room/rooms as a courtesy to others who might desire use of the facility at that time.
4. Failure to give the specified cancellation of reservation notice to the Center Manager will result in forfeiture of fees and/or deposits.

I have read the rules concerning the usage of the Tomball Community Center and agree to abide by those rules.

Name of Organization

Date

Representative Signature