

**CITY OF GARDEN RIDGE
JAY F. FEIBELMAN GARDEN RIDGE COMMUNITY CENTER**

PROCEDURES AND GUIDELINES

HOURS OF OPERATION: The Jay F. Feibelman Garden Ridge Community Center cannot be utilized prior to 6:00 a.m. and all events must conclude in ample time to vacate the facility by 12:00 a.m. Vacating of facility by 1:00 a.m. may be allowed if requested and a fee of \$150.00 is paid two weeks in advance of the event.

MUSIC AND NOISE: All doors in the Community Center must remain closed, except ingress/egress, while music is being played or sound amplification equipment is being utilized. After 11:00 p.m. all music and noise from sound amplification equipment must not exceed 60db, as measured at a point outside of the Center's front doors with the door closed.

CAPACITY OF THE BUILDING: The *Wildflower Room* capacity is limited to 600 people. The *Bluebonnet Room* capacity is limited to 40 people.

SMOKING: Smoking is prohibited in the Jay F. Feibelman Garden Ridge Community Center.

CHAPERONES: One (1) Chaperone per twenty-five (25) minors must be present and responsible for the activities at each event which predominately consists of minors.

DECORATIONS: All decorations, streamers, etc. will be secured on provided hardware located on the walls in the *Wildflower Room*. Tape, nails, staples or any other penetration fasteners are prohibited. Decorations requirement must be coordinated through the City's representative.

RECEPTIONS/PARTIES: Rice, birdseed, glitter, confetti cascarones, confetti filled products and silly string are prohibited from being used at the Jay F. Feibelman Garden Ridge Community Center.

KEYS: Keys will be available and must be picked up at a time scheduled with the City's representative at the Community Center. City personnel may not be available after hours or on weekends to issue keys. At the end of the event the keys will be left at the Community Center following the guidelines for securing the building. A \$25.00 fee will be deducted from the security deposit if the keys are removed from the facility following the event. Keys are not to be duplicated.

NSF FEES: A \$30.00 charge will be applied to all returned checks and the event is subject to cancellation.

USER understands that no food products or grease can be deposited in any sink in the Jay F. Feibelman Garden Ridge Community Center. Food products or grease deposited in any sink may result in the forfeiture of the deposit.

USER understands and agrees that the Mayor, City Administrator, or the City Representative is the final authority on matters pertaining to this agreement and such decisions are final and must be authorized in writing.

THE CITY reserves the right to modify or adjust rates as necessary to tailor facility for individual or unique uses. The City reserves the right to refuse rental of the Jay F. Feibelman Garden Ridge Community Center.

USER's initial indicates understanding and agreement with these provisions. _____

PRINT NAME: _____