

## HARKER HEIGHTS ACTIVITIES CENTER MEETING ROOM POLICY

### GENERAL GUIDELINES

This policy establishes guidelines and procedures for the use of the Activities Center. Civic organizations, government entities, non-profits, businesses and community programs supporting Harker Heights are eligible to rent the rooms for activities such as meetings, retreats, trainings, workshops, conferences, interviews, fundraisers and displays. We do not currently reserve for private functions.

Use of the meeting room does not constitute endorsement by the City of Harker Heights. No advertisement or announcement implying such endorsement will be permitted. The Activities Center Coordinator is responsible for implementing this policy.

### RESERVATIONS

Reservations will be made on a first-come, first served basis and coordinated by the Activities Coordinator. All groups utilizing the meeting room must fill out a Reservation and Use Agreement Form. Individuals reserving the room on behalf of a group must be at least 18 years of age. Priority will be given to City functions. Reservations may be initiated by telephone, but will not be considered firm until the reservation form has been signed and any applicable fees have been paid. Reservations must be made at least **TWO WORKING DAYS** prior to the event. There are no long-term rental agreements in the Activities Center; a group may make two reservations at a time and at the beginning of the second reservation, reserve two additional activities. Reservations should take into account for set up and clean up time required for the event to be held. The group reserving the room is responsible for registering participants for its event. Likewise, checking identification/membership is the organization's responsibility.

**Fees for meeting room use must be paid at the time the reservation is made.** Fees are nonrefundable except when the reservation is cancelled by the City due to circumstances beyond the renters' control.

Entity	Room A	Room B	Room C	Room D	Media Equipment
Capacity	Up to 200*	Up to 15*	Up to 40*	Up to 35*	By request
	2,600 sq ft	300 sq ft	625 sq ft	660 sq ft	
City Departments	Free	Free	Free	Free	Free
Military, Non-Profit Organizations & Community Serving Programs	\$15/hr	\$15/hr	\$15/hr	\$15/hr	Free
For Profit Businesses	\$30/hr	\$30/hr	\$30/hr	\$30/hr	Free

\*indicates maximum occupancy as a banquet/classroom setting.

The individual making the reservation, as well as the group as a whole, will be held responsible for any and all damages that occur as a result of the use of the facility.

## **CARE AND USE OF FACILITIES**

1. Groups will be responsible for their own set up and clean up.
2. The room must be returned to the condition in which it was found.
3. No overnight storage areas are provided.
4. No attachment may be made to the interior or exterior walls.
5. Refreshments may be served; however all food items beverages, trash, dishes and utensils must be removed at the conclusion of the event.
6. Events must be confined to the inner space of the meeting room and cannot run over into a public area.
7. No tobacco products or lit candles are permitted.
8. All events should be scheduled to begin no earlier than 7:00 AM and conclude no later than 10:30 PM.
9. All appliances and equipment used should be turned off.
10. All interior lights should be turned off and doors locked at conclusion of the facility use.

Youth events must provide adult chaperones in the ratio of 1 adult for every 30 youth. No outside food and beverage is allowed.

There is no additional fee to use the kitchen. Food and beverage may be supplied by the user or catering services may be coordinated; both are the user's responsibility.

The use of alcohol is by City Council permission only. Complete and submit the City of Harker Heights Parks & Recreation Alcohol Application to the Activities Coordinator at the time of reservation.

Permission to use the meeting room may be withheld from groups failing to comply with the Activities Center Policy and from any group who damages the room, carpet, equipment, or furniture or causes a disturbance.

This reservation policy will be reviewed quarterly to determine its effectiveness.

**HARKER HEIGHTS ACTIVITIES CENTER  
MEETING ROOM  
RESERVATION AND USE AGREEMENT**

Date: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Contact Person for Group: \_\_\_\_\_

Address of Contact Person: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_ Time of Reservation: \_\_\_\_\_ to \_\_\_\_\_  
\*to include set up and clean up

Nature of Meeting/Program: \_\_\_\_\_

Number of People Expected to Attend: \_\_\_\_\_

Number of Tables & Chairs: \_\_\_\_\_

Equipment Needs & Special Instructions:

\_\_\_\_\_  
\_\_\_\_\_

I have read the policy for use of the meeting room and agree to be responsible for adhering to all rules and regulations and informing members of my group. I agree to be financially responsible for any cleaning or repair costs the City incurs after the use of the meeting room.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Confirmed by Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Charged: yes no Rate: \_\_\_\_\_ Deposit Charged: yes no Fee: \_\_\_\_\_

Total Amount \_\_\_\_\_ Payment Method \_\_\_\_\_

Non-profit Tax ID (if applicable): \_\_\_\_\_