

City of Coppell
FACILITY RESERVATION POLICIES
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City of Coppell

FACILITY RESERVATION POLICIES

Reservation Policy: The facilities governed by the City of Coppell Parks and Recreation Department shall be available for use by the public on a reservation basis subject to the conditions outlined below. The purpose of these guidelines is to establish standard procedures for administering the policies and to insure fairness in the letting of the facilities. **Administration:** The Recreation Division is responsible for the administration of the policy. The Parks and Recreation Department reserves the right to cancel this reservation at any time. Any reservation found to be in violation of the policies stated below during the rental will be subjected to loss of reservation deposit and rental fees.

The Coppell Parks and Recreation Department prohibits discrimination on the basis of race, color, national origin, age, or handicap in its programs and activities. Complaints or concerns on alleged discrimination can be filed with Coppell Parks and Recreation Department or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, DC 20240.

1). LEASE AGREEMENT

- a). The facility is available for social, civic, educational, cultural, recreational, or charitable purposes by individuals who reside in Coppell, but others are welcome to make application for rental. Facility reservations must be made 2 weeks in advance from rental date. Changes to the scheduled rental time must be made 2 weeks in advance.
- b). Use of the facility for individual or personal gain is prohibited. Neither the building nor any of the premises may be used for money raising activities unless the sponsoring organization has received written permission from the director of Parks & Recreation.
- c). Reservations will be accepted from adults 25 years or older at the Community Center and at the Parks & Recreation Department.
- d). No rental contract will be allowed which authorizes people in the facility after 12:00 midnight.
- e). The Facility does not furnish eating utensils, plates, cups, service dishes, servicing utensils, tablecloths, decorating supplies, extension cords, or other equipment.
- f). The service and consumption of alcoholic beverages are allowed only at the Community Center and The Falls at Wagon Wheel. Please see section 11 of these policies for detailed information.

2). RENTAL FEES

- a). Full rental fees and all other monies owed to the city of Coppell shall be due at the time of booking. The event is subject to cancellation should this payment not be made.
- b). All monies paid to the city of Coppell shall be in the form of cash, cashier's check, money order, personal check, or credit card (American Express, Visa or Master Card).
- c). Reservations can be scheduled up to twelve months in advance and at least three months before the event date. Exceptions can be made by manager to allow for rentals less than three months. One renter cannot have more than two (2) reservations "on the books" at any one time. All after-hour rentals require a two hour minimum time.
- d). **Damage deposits are required for any rentals. A \$100 deposit will be due for rentals without alcohol and a \$500 damage deposit will be required for rentals with an alcohol service.**

3). REFUNDS & DAMAGE DEPOSITS

- a). **The deposit amount will be refunded within 30 business days after the scheduled event if all business transactions have been satisfactorily completed.**
- b). No credit or refunds will be given for events ending before the time stated on the rental agreement.
- c). If necessary, the City will deduct from the deposit, any property damage and any unpaid expenses incurred by the Renter. Should services and/or damages exceed the deposit amount; the remaining balance will be billed to the Renter. This will be determined by the staff person on duty and the manager of that facility.
- d). **Refunds for any after-hour rentals made with at least a three month notice before the event date shall be as follows:**
 - i. Within 30 days of booking the event, 100% of deposit will be refunded/credited.
 - ii. After 30 days of booking the event date and up to 30 days before the event date, 50% of deposit will be refunded/credited.
 - iii. Within 30 days of the event date, no refund/credit of deposit will be given.
- e). Should any after-hour rentals be booked less than three months before the event date, refunds shall be as follows:
 - i. Within 3 days of booking the event, 100% of deposit will be refunded/credited.
 - ii. After 3 days of booking the event and up to 14 days before the event date, 50% of deposit will be refunded/credited.
 - iii. Within 14 days of the event date, no refund/credit of deposit will be given.
- f). Any rentals booked within 14 days of the event date shall receive no refund/credit of deposit.

4). RESIDENT RATES

- a). Proof of residency is required when requesting resident rates. If the resident rate is requested a current Coppell water bill or current Texas driver's license is required when signing the contract.

5). RESPONSIBLE PARTY

- a). The individual making the reservation shall be responsible for any loss or damage to the property during the tenure of their reservation and shall reimburse the City for replacement cost of damage to the property and all equipment. The Renter must be present at the onset of the event and remain on site throughout the entire event. At no time shall the Renter sub-lease or assign the reservation to another individual, group or organization.
- b). Renter shall comply with all laws, federal, state and local, including ordinances of the City of Coppell and all rules, regulations and requirements of the Parks and Recreation, Police and Fire Departments. No Renter shall schedule an event which will have a larger attendance than the fire code occupancy capacity of the reserved area. Renter will not be permitted to hold mass gathering activities. Renter must know at the time of booking the rental how many people they are expecting at their event in order to meet fire code occupancies and additional security requirements.
- c). The City will not be liable for damage, injury or loss to person or property that may occur during the occupancy of the facility. The Renter agrees to indemnify and hold harmless the City of Coppell and its respective directors, officers, employees, volunteers and agents for all imposed by law third party claims, damages, losses, and expenses including but not limited to reasonable attorney's fees resulting from bodily injury and physical injury to tangible property including loss of use thereof to the extent caused by the sole or partial negligence of the renter arising out of the subject matter of this rental agreement.
- d). The Renter will be permitted to use only the areas which are designated in the rental.

6). ROOM SETUP/DECORATIONS

- a). The Renter shall, remove food and personal items before leaving. The City will not be held responsible for any property left on the grounds. The Renter and department staff will complete a facility checklist at the conclusion of the rental.
- b). Decorations must be authorized by the department representative and must meet all fire codes. Nails, thumbtacks, etc., must not be used to attach decorations to the structure or the furnishings.
- c). The length of time required to decorate for an event shall be included in the Renter's rental cost calculation and contract.
- d). Renter is responsible for the set-up and take down of decorations and any rented furnishings or equipment used for the rental.
- e). Set-up and breakdown of the Community Center's tables and chairs will be completed by the City's contract maintenance service. The renter must submit the desired room lay-out of tables and chairs at least two weeks prior to the rental date. Any adjustments to the lay-out on the date of the rental must be completed by the Renter. The Community Center has a limited number of tables and chairs available for use. If the renter desires additional tables and chairs and/or different tables and chairs, for their event, the renter will be responsible for this cost, and for the set-up and breakdown of the rented furnishings. Renters are encouraged to check with the Center's representative prior to the rental about the inventory available at the Center.
- f). Tables and chairs may not be slid across the rented area. Sitting on tables is never allowed.
- g). Wattage for sound equipment will be set at a reasonable level as determined by staff and must not interfere with any other activities taking place in the facility at the same time.

7). ALLOWABLE ACTIVITIES

- a). The use of controlled substances is prohibited at any City facility.
- b). Alcohol is permitted only when authorized by the City at the designated City facilities.
- c). Gambling will not be permitted on the premises with the possible exceptions of Casino Play for charitable causes or raffles held in accordance with the Charitable Raffle Enabling Act.
- d). Smoking is not permitted in the buildings or the parks.
- e). The City Representative is permitted the authority to determine unacceptable behavior of individuals while on the premises, with the right to cancel reservations or request an offender to leave. Use shall be denied those violating City Ordinance and Policies.
- f). A two-hour minimum rental is required for after-hours rental. All rentals must end by 12 midnight. An extra charge of \$25 per every quarter hour (15 minutes) will be assessed and deducted from the deposit if the rental exceeds the contracted time.

8). BUILDING MAINTENANCE

- a). Renter is responsible for the upkeep of the facility during the rental and all personal items must be removed after rental. The Renter is responsible for cleaning and returning tables and chairs to the appropriate storage area. After hour custodial service provided by The City of Coppell is provided for the Renter. Rental is responsible for leaving the facility in a respectable manner or the Renter is at risk of forfeiting the entire deposit.

9). FOOD AND BEVERAGE SERVICE

- a). The Renter is responsible for notifying the City of intent to use the services of a caterer for their event. The City reserves the right to approve any catering services on the premises.
- b). The Community Center contains a full service kitchen for use by the chosen caterer. Table covers

- are required on all serving and eating tables, and are the responsibility of the renter to provide.
- c). Cooking of food material inside the Community Center is prohibited by Renter or the caterer. The kitchen and facilities shall be used only for the warming of food.

10). CLEAN-UP

- a) Cleanup is determined as follows:
- i. All decorations and/or belongings must be removed from the room by the event ending time as stipulated on the contract unless special permission is given by staff.
 - ii. Tables must be cleared of all trash, food, beverages, etc., and wiped down for cleanliness.
 - iii. Any equipment supplied by the facility should be left in the room.
 - iv. Birdseed, sparklers, confetti, etc., are not allowed and will result in automatic forfeiture of deposit.
- b). Cleanup for the kitchen, if applicable, must include the following:
- i. No food left anywhere in the facility.
 - ii. All materials belonging to the caterer must be removed from the kitchen unless special permission is given by staff

11). ALCOHOLIC BEVERAGES

- a). The service and consumption of alcoholic beverages for certain activities within specific city owned facilities is allowed per the following policy: Dispensing of alcoholic beverages at designated City facilities shall, at all times, be in strict accordance with State Law as well as rules and regulations of both the Texas Alcoholic Beverage Commission (TABC) and the City of Coppell and its agents. Renters requesting permission to serve alcohol at an event must meet the following conditions:
- i. Approval to serve alcoholic beverages must be requested through a *Facility Rental Application to Serve Alcohol* at the time the facility is being reserved.
 - ii. Alcohol shall not be served during regular operating hours.
 - iii. The brown bag method of consuming alcoholic beverages is never permitted on city grounds.
 - iv. Only individuals licensed by the TABC to serve alcohol may serve alcohol in city facilities.
 - v. All dispensing of alcoholic beverages must be from an open, formal bar or a designated bar area. The City must approve the method and location for dispensing alcoholic beverages.
 - vi. Alcoholic beverages shall only be consumed in the area(s) rented to the Renter but is not permitted in restrooms, cars or parking lots.
 - vii. All persons must dispose of their drinks before leaving the specific rented area(s). At no time shall anyone leave the rented facility carrying alcoholic beverages.
 - ix. Renters may have a cash bar upon approval from the Director of Parks and Recreation and if all TABC regulations are met.
 - x. Renter must ensure that alcohol is NOT consumed by minors (under age 21).

12). INSURANCE (for alcohol service only)

- a) Renter, at their own expense, shall purchase, maintain and keep in force Commercial General Liability (CGL) insurance at minimum combined single limits of \$1,000,000 per-occurrence and \$1,000,000 general aggregate for bodily injury and property damage, which coverage shall include, without limitation, contractual liability and products/completed operations (\$1,000,000 products/completed operations aggregate).

- b) Renter shall obtain a certificate of insurance for Liquor Liability at limits of \$1,000,000 per claim/\$1,000,000 annual aggregate from any person or organization (liquor vendor/bartender) that is hired or commissioned by Renter to serve or furnish or sell alcoholic beverages on or at the premises.
- c) Renter shall obtain a certificate of insurance for such insurance as described in Paragraph “a” above, and in the minimum amounts set forth therein from any person or organization (food vendor/caterer) that is hired or commissioned by Renter to serve or furnish food and soft beverages on or at the premises.
- d) With reference to the foregoing insurances consisting of Commercial General Liability and Liquor Liability, Renter shall endorse its CGL coverage, and request its liquor vendor/bartender and its food vendor/caterer to endorse its Liquor Liability and commercial general liability policies, respectively, as follows, as may be applicable:
 - i. Insurance policies shall contain no cross liability exclusion or insured versus insured restrictions.
 - ii. Insurance policies shall be endorsed to the effect that the city of Coppell, TX, will receive at least thirty (30) days’ notice prior to cancellation or non-renewal of the insurance.
 - iii. Insurance policies that name the city of Coppell as an additional insured must be endorsed to read as primary coverage, regardless of the application of other insurance.
- e) Limits may be satisfied by any combination of primary and umbrella liability insurances.
- f) Renter and its liquor vendor/bartender may maintain reasonable and customary deductibles.
- g) Insurance should be purchased from insurers that are financially solvent.
- h) All insurance should be written on forms filed with, and approved by, the Texas Department of Insurance.

13). SECURITY(Alcohol and Youth Events)

- a). The City reserves the right to determine the need for police and/or fire security at an event.
- b). All security used in the facility will be arranged through and provided by the Coppell Police Dept.
- c). Renter agrees to provide (1) City of Coppell Police Officer for the first fifty (50) youth (13 to 21 years of age) for any event after 5pm. Increase in numbers of attendees over (50) youth will require an additional Coppell Police Officer. At least one chaperone (25 years or older) along with the City of Coppell Officer must be present at the onset of the event and remain throughout the entire event. Events before 5 pm with the attendance of (50) youth or more, (3) Chaperones (25 years or older) must be present at the onset of the event and remain throughout the entire event.
- d). Under all situations, security will be required any time alcoholic beverages are served.
- e) Renter will be responsible for security expenses, which will be paid directly to the security personnel prior to the start of the event.
- f). If additional police officers are required to respond to Renter’s event due to a disturbance or numbers exceed 100, the renter may be subject to additional charges.

14). WEAPONS POLICY

Definition

- A 1. Weapons include firearms, clubs, explosive devices, knives with blades exceeding 3 ½ inches.

Authorized Personnel

- B 1. Other than a person licensed under Subsection H, Chapter 411 of the Texas Government Code, no one may carry a weapon in the parking lot of or into the Coppell Senior and Community Center.
- B 2. Persons are prohibited from displaying or using a weapon in or around the Coppell Senior Center. Patrons of the Coppell Senior and Community Center are prohibited from carrying, using or being seen with a weapon on Coppell Senior and Community Center trips.

Immediate Response

- C 1. If it is suspected that an individual has on their person, or is seen with a weapon, a Coppell Police Officer will be notified and proper identification must be produced or the person will be removed from the city premises.

Violation actions

- D 1. Non-senior patrons violating B1/B2, above, will be prosecuted to the fullest extent of the law. Person(s) leasing The Coppell Senior and Community Center are responsible for enforcing B1/B2, above, for all attendees of their event/activity. Any violation of the policy could result in prosecution by law and indefinite suspension from the facility.
- D 2. Senior patrons violating section B1/B2, above, could result in prosecution by law and indefinite suspension from the facility.

I have received and will review these policies; my signature indicates my acceptance of all regulations herein attached.

_____ Date_____

Renter's Signature

Print Name

Please return to The Coppell Senior Center and Community Center

Coppell Senior and Community Center
345 W. Bethel Rd.
Coppell, Texas 75019
Fax: 972-462-7098