

## HARKER HEIGHTS ACTIVITIES CENTER MEETING ROOM POLICY

400 Indian Trail, Harker Heights, TX 76548 | Phone: 254-953-5493

Office Hours: Monday – Friday, 8:00 am – 6:00 pm

Reservation Hours: Monday – Saturday, 7:00 am – 9:00 pm

### GENERAL GUIDELINES

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

All uses of the meeting rooms must comply with all City, County, State, and Federal Laws.

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 Staff is responsible for implementing this policy.

### RESERVATIONS

1. Reservations will be made on a first-come, first served basis and will be coordinated by the Activities Center Staff, during office hours of Monday – Friday, 8:00 am - 6:00 pm.
2. 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. **If a City of Harker Heights department needs a particular room, then that need will take priority over the previous reservation.**
3. Reservations will be made when the reservation form has been signed and any applicable fees and deposits have been paid.
4. Reservations for rentals of rooms during office hours must be made at least **THREE WORKING DAYS** prior to the event. Reservations for rentals of rooms outside of office hours must be made at least **TEN WORKING DAYS** prior to the event.
5. 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 dates.
6. Reservations should include time for set up, clean up, and tear down time required.
7. **Fees and deposit for meeting room use must be paid at the time the reservation is made.**
8. The Harker Heights Activities Center only accepts exact cash, check, or money order. Reservations made three working days require exact cash or money order.
9. All cancellations must be made 48 hours in advance of event to be considered for a full refund. Refunds will be issued at the discretion of the Activities Center Staff based on the nature of cancellation. Fees will be refunded for reservations cancelled by the City due to circumstances beyond the renters' control. The individual making the reservation, third parties, as well as the group, will be held responsible for any and all damages that occur as a result of the use of the facility. The individual who fills out the agreement or his/her designee must be present throughout the entire duration of the rental.

Entity	Room A	Room B	Room C	Room D	Media Equipment
Capacity	Up to 200*	Up to 15*	Up to 30*	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
Deposit	\$200 refundable deposit required on all room rentals				
Military & Non-Profit Organizations (Paperwork identifying Tax ID # Required)	\$50/hr.	\$15/hr	\$25/hr.	\$25/hr.	Free
Community Serving Programs (Organization/business providing a free beneficial program or event that is open to the community.)	\$50/hr.	\$15/hr.	\$30/hr.	\$30/hr.	Free
For Profit Businesses	\$75/hr.	\$30/hr	\$40/hr.	\$40/hr.	Free

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

## CARE AND USE OF FACILITIES

1. Groups will be responsible for their own **set up, clean up, and tear down.**
2. The room must be returned to the condition in which it was found. A Clean Up Checklist must be signed in the beginning and at the end of the event by the individual who filled out the agreement or his/her designee. A picture ID is required at time of check in. Activities Center Staff will sign the Checklist in the beginning and at the end of the event.
3. **No overnight storage** areas are provided.
4. **No attachment** may be made to the interior or exterior walls, doors, windows, furniture, or equipment.
5. **Refreshments** may be served; however, all food items beverages, trash, dishes, and utensils must be removed at the conclusion of the event. Grease or oil shall not be disposed of in sinks, floor drains, connections to sewer, or outside grounds. 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.
6. Events must be **confined to the inner space of the meeting room** and cannot run over into a public area or lobby.
7. The following are prohibited materials: tobacco products, lit candles, straw, hay, sand, glitter, confetti, rice, sequins, and artificial snow.
8. All events should be scheduled to begin no earlier than **7:00 AM and conclude no later than 9:00 PM Monday – Saturday.**
9. All appliances and equipment used should be turned off and returned to staff.
10. No fire exits, exit signs or air system inlets or outlets may be blocked at any time.
11. **No vehicles are permitted on the walkways or terrace areas.** Loading and unloading must be from the kitchen or parking lot areas. Vehicles may not permanently park in the kitchen loading area. Vehicles left unattended in fire lanes or loading areas will be towed at owner's expense.

## REFUNDS

1. \$200 deposit is refundable based on the condition of building after event and compliance of reserved time. Refunds are returned as a check within 2-3 weeks after event.
2. Renters must leave the rented area by the end of the reserved time. One dollar per minute over the end of the reserved time will be deducted from the deposit.
3. Cost of damages will be assessed at the end of event and invoiced within 5 business days. This cost will be deducted from the deposit.

## CLEAN-UP EXPECTATIONS

1. All tables & chairs cleaned, stacked appropriately on carts, and returned to original place.
2. Floor free of spills, debris, and food.
3. All media equipment returned to Activities Center Staff.
4. All personal items removed.
5. All trash taken out to dumpster.
6. Countertops & sinks in room free of debris, food, and wiped down.
7. Room free of any damages.
8. All touch surfaces to include door handles wiped down.

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 periodically to determine its effectiveness.

# HARKER HEIGHTS ACTIVITIES CENTER MEETING ROOM

## RESERVATION AND USE AGREEMENT

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

Group Address: \_\_\_\_\_

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

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

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

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

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

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

Contact Person's Designee: \_\_\_\_\_

Contact Designee Address: \_\_\_\_\_

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

Date of Reservation: \_\_\_\_\_ Time of Reservation: \_\_\_\_\_ to \_\_\_\_\_

*\*to include set up and clean up*

Nature of Meeting/Program: \_\_\_\_\_ Room(s): \_\_\_\_\_

Number of People Expected to Attend: \_\_\_\_\_ Number of Tables & Chairs: \_\_\_\_\_

Equipment Needs & Special Instructions: ☐ Projector (Room A&C) ☐ Mic (Room A) ☐ Podium

☐ White Board ☐ Sound ☐ Easel ☐ TV

Deposit Options: ☐ Return after event

☐ Return at the end of quarter

Deposit Payable to: \_\_\_\_\_

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.

I understand that the Activities Center rooms are primarily for the use of City of Harker Heights functions. **If a City of Harker Heights department needs a particular room, then that need will take priority over the previous reservation.**

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

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

### Office Use Only

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

Fee Charged: yes no Rate: \_\_\_\_\_ Room Rental Amount \_\_\_\_\_

Deposit date: \$200 \_\_\_\_/\_\_\_\_/\_\_\_\_ Payment Method \_\_\_\_\_

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

Refund Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Refund Amount: \_\_\_\_\_ Reason: \_\_\_\_\_

E-mail Confirmation: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ E-mail Reminder: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Harker Heights Activities Center Clean-up Checklist

Complete checklist with Activities Center Staff  
at the beginning and the conclusion of reservation.

**Reservation Name:**

**Date:**

**Approve**  
In/Out

**Disapprove**  
In/Out

### Kitchen

Microwave, ovens, countertops, sinks, stove top, island, icemaker, refrigerator, door handles, & touch surfaces free of debris, food, and wiped down.

Floor free of spills, debris, and food.

All personal items removed & all trash taken out to dumpster.

Room free of damages.

Notes: # of tables \_\_\_\_\_/# of chairs \_\_\_\_\_

/	/
/	/
/	/
/	/

### Room A

All tables, chairs, door handles, & touch surfaces free of debris, food, and wiped down. All tables and chairs return to original place. Stacked appropriately on carts.

Floor free of spills, debris, and food.

All media equipment returned to Activities Center Staff.

All personal items removed & all trash taken out to dumpster.

Room free of damages.

Notes: # of tables \_\_\_\_\_/# of chairs \_\_\_\_\_

/	/
/	/
/	/
/	/

### Room B

All tables, chairs, door handles, & touch surfaces free of debris, food, and wiped down. All tables and chairs return to original place. Stacked appropriately on carts.

Floor free of spills, debris, and food.

All personal items removed & all trash taken out to dumpster.

Room free of damages.

Notes: # of tables \_\_\_\_\_/# of chairs \_\_\_\_\_

/	/
/	/
/	/
/	/

### Room C

All tables, chairs, door handles, & touch surfaces free of debris, food, and wiped down. All tables and chairs return to original place. Stacked appropriately on carts.

Floor free of spills, debris, and food.

All media equipment returned to Activities Center Staff.

All personal items removed & all trash taken out to dumpster.

Room free of damages.

Notes: # of tables \_\_\_\_\_/# of chairs \_\_\_\_\_

/	/
/	/
/	/
/	/

### Room D

All tables, chairs, door handles, & touch surfaces free of debris, food, and wiped down. All tables and chairs return to original place. Stacked appropriately on carts.

Countertops & sink free of debris, food, and wiped down.

Floor free of spills, debris, and food.

All personal items removed & all trash taken out to dumpster.

Room free of damages.

Notes: # of tables \_\_\_\_\_/# of chairs \_\_\_\_\_

/	/
/	/
/	/
/	/

**Staff initials**

/

**Contact Person or Contact Designee for Group Signature**

IN \_\_\_\_\_  
OUT \_\_\_\_\_