

GEORGE H. PATTERSON COMMUNITY CENTER
609 MILL
ROCKDALE, TX

I. GENERAL INFORMATION

- A. The Patterson Community Center is available for lease by clubs, organizations, and businesses or private individuals for non-profit activities.
- B. Hours of use are from 6:00 a.m. to 12:00 a.m., seven days a week, unless otherwise approved by City Manager or designee.
- C. Limited kitchen facilities are available at the Center. However, food service for large groups must be prepared at another location and brought to the Center.
- D. All fees are payable in advance.
- E. Questions concerning the Center should be directed to City Hall (512) 446-2511.

II. RESERVATIONS

- A. Persons or groups desiring to use the George H. Patterson Community Center should make reservations as early as possible through the City of Rockdale at City Hall, 505 W Cameron Ave., Rockdale, Texas or online at www.rockdalecityhall.com.
- B. To make a reservation, lessee must pay deposit amount when the reservation is made.
 - 1. This deposit is refundable if notice or cancellation is given at the City Administrative office ten (10) prior to the agreed date of lease. If less than ten (10) days notice is given, the City will retain the reservation deposit.
 - 2. If the building is left clean and undamaged by the user (s), this deposit will be refunded during the month following the scheduled event. Otherwise, actual cleaning/damage costs will be subtracted from the deposit. In the event of damage in excess of the deposit, the person signing the rental contract will be responsible and agrees to pay the additional expenses for cleanup and/or repairs.
- C. The balance of the rental fee is due and payable at the City Administrative office Monday through Friday (except City Holidays) during regular business hours (8:30 a.m. to 12:30 p.m. and 1:30 p.m. to 4:30 p.m.) or online at www.rockdalecityhall.com at least 7 days prior to event.

III. RENTAL FEE AND DEPOSIT SCHEDULE

A. RATES FOR USE OF ENTIRE BUILDING

Rental Fee – FOR ½ DAY USE	\$300.00
From 6 AM to 12 NOON	
From 12 NOON to 6 PM	
From 6 PM to 12 MIDNIGHT	
Rental Fee – FOR FULL DAY USE	\$425.00
Deposit	\$250.00

B. ADDITIONAL FEES FOR RENTALS

Decorating – day prior to use (key available from PD after 6 PM)	\$150.00
Clean-Up – day following use (key must be returned to PD by NOON).....	\$150.00
Rental fee for sound system.....	\$ 50.00
Continuous Use (6 month minimum, 4 hour maximum)	\$250.00 per month
Non-profit Organizations (as certified by the IRS).....	½ adopted rate
Facility use on Monday thru Thursday	½ adopted rate

IV. OTHER RULES AND REGULATIONS

- A. The City reserves the right to cancel any event in which untrue information was given and/or if the event is felt detrimental to the operation of the Center.
- B. No equipment from the Center may be rented, loaned, or removed.

- C. Any furniture, fixtures, and equipment being put into the Center must be approved by the City Manager and/or City Council and Board. This shall include snow cone and drink dispensers.
- D. Decorating - No nails or thumbtacks allowed in walls, woodwork, ceilings, doors, and windows or room divider. No tape or adhesive of any kind allowed on walls, woodwork, ceilings, doors, windows, or room divider.
- E. Caterers shall be allowed to furnish such items that are necessary for catering the function.
- F. The City is not responsible for any property losses or personal injuries suffered by lessee, lessee's agents, guest or invites that may occur at the Center. Also, lessee (person signing this rental contract) will be responsible for any and all accidents, injury or damages occurring at the Center or in route to and/or from the center, that are resulting from consumption of alcohol at the Center.
- G. Teenage activities must have adult(s) present inside the building and also to monitor parking lot areas and outside the building.
- H. Lessee shall clean up major spills and sweep all floor areas, clean counters, clean stove top and oven, remove trash from building to dumpster, sweep outside entry, remove litter from outside of building, replace all chairs and tables to storage or their original location, replace all other furniture (sofas, chairs, lamps, etc.) to original location, leave restrooms clean and free of trash, and remove food stains from doors, windows and door frames.
- I. If room dividers are needed, the City will lock and unlock the dividers according to rental request.
- J. To prevent damage to floors, furniture and fixtures, **NO SMOKING** is permitted inside the building and **red drink/beverages will not be permitted.**
- K. Upon departure, central air units should be turned off in the summer and set on 60 (heat) in the winter months. Units in the rear portion of the building must be set to the OFF position. Upon departure all lights are to be turned off. Upon departure, all doors are to be locked and secured shut and the key returned to City Hall or the Police Department.
- L. The courtesy telephone shall not be used for long distance calls without a calling card. Any charges for calls from the telephone during the period lessee have the Center available for their use will be deducted from the deposit.
- M. These rules and regulations, general information and rental fee schedule are set forth by the George H. Patterson Community Center Board Members and approved by the City Council to be enforced by the Administration.

Lessee must be at least 21 years of age and provide a Texas Driver's License or Texas I.D. as identification.

Tables and chairs inventory:

Chairs	268
6' tables	3
8' tables	39