

Deposits & Fees

Room	Deposit	Rental Fee
Conference Room (20 people max, 9 chairs available)	\$75.00	\$75.00
Conference Room + Kitchen	\$95.00	\$95.00
Banquet Room (120 people max)	\$200.00	\$200.00 Full day / \$100 ½ Day
Banquet Room + Kitchen	\$300.00	\$250.00 Full Day / \$125 ½ Day
Community Room (325 people max)	\$250.00	\$200.00 Full Day / \$100 ½ Day
Community Room + Kitchen	\$450	\$300.00 Full Day / \$150.00 ½ Day
Community Room + Bay Area (no kitchen)	\$400	\$400.00 Full Day / \$200.00 ½ Day
Community Room + Bay Area + Kitchen	\$450.00	\$450.00 Full Day / \$225.00 ½ Day
Bay Room (No Air Conditioning)	\$200.00	\$150 Full Day / \$75.00 ½ Day
Projector w/ hookup equipment	\$100	\$50
Sound System w/ Microphone	\$100	\$25
County Laptop (Can only be rented during business hours)	\$150	\$100

***Prices effective December 1, 2021**

Alcohol availability will require double the deposit for each particular room or rooms

-If additional days are needed for decorating and set up you will be charged for the day of the event at regular cost, and ½ the rate for additional days

-The deposit along with a completed application is required at the time of booking. The deposit will be returned within (5) business days after the event, provided the building is left clean and everything is in good order. The renter will be responsible for any damages that exceed the deposit. All cleaning must be completed prior to 8:00am the morning following the renter's activities. All chairs and tables must be stored properly, and trash must be discarded in the dumpsters. **A cleaning checklist will be provided when they keys are picked up and returned along with the keys. If the building is not cleaned to the listed specifications and/or not in good order, the entire deposit will be forfeited.** Minor damages to the building will be charged against the deposit. Major damages will result in loss of the entire deposit.

-If the deposit is forfeited once, the next required deposit for that applicant will be doubled. If forfeited a second time, the Community Center will not be rented to the applicant again.

-The building deposit fee is due upon time of booking. The booking date is not secured until application is filled out and deposit is received.

-The building rental fee is due upon receipt of the key, no earlier than (1) business day prior to the rental date. No deposit will be refunded until the key is returned.

-The building may be used at no charge by any local recognized nonprofit organization, civic club, or school for the purpose of educational training or business meetings. However, a deposit and signed contract will be required and all rules must be followed.

-The building may be used at ½ price for any local recognized benefit or fundraiser for the purpose of donating to a local cause. This will have to be approved by the County Judge and/or Commissioner's Court. However, a deposit and signed contract will be required and all rules must be followed.

Note: it is possible for multiple sections of the building complex to be rented by different groups simultaneously.

Glasscock County Community Center Rules

All rules and regulations concerning The Glasscock County Community Center are set by the Commissioner's Court and may be revised at the court's discretion.

1 . Reservations for facility use will be made at the Texas A&M AgriLife Extension Office, Glasscock County, 117 S Myrl, Garden City, Texas 79739 between 8:00am and 4:00pm Monday-Friday. Phone - 432-354-2381. Any outside communication to book the community center will not be accepted outside of office phone or office hours

2. The Glasscock County Community Center may not be booked more than one year in advance. Reservations will be on a first come, first serve basis. The booking is not secured until application is filled out and deposit is received.

3. Order and discipline will be the responsibility of the group or person(s) reserving the center. They will be responsible for the following:

- A. If alcohol is available, the sheriff will make a determination if security is required. Security officers, if required, will be paid (3) business days prior to the event or the event will be cancelled. Security officers will be hired and paid in until the last person leaves the building and the building is locked. Minimum of 4 hours and Maximum of 5 hours for security.
- B. Teen activities must be chaperoned by no fewer than 16 adults per 100 teens**
- C. **Dances will be limited to a maximum time limit of 4 hours.** Additional time will only be allowed for setup and cleanup. Saturday night events require the premises be vacated by 1:00am (Sunday) or 12:00 midnight on weekdays. Any other activities will be limited to midnight unless prior approval is obtained. **The Sheriff's office has the right to shut down an event at any time.**
- D. **If there is overcrowding, dangerous situations, disorderly behavior, drunkenness, fighting, violation of these rules, etc. The sponsoring group will be placed on probation for (1) year.** Once the probation is lifted, if any additional problems occur, that group or individual will be restricted from using the center for an additional year. The commissioner's court will decide all matters regarding probation.
- E. **If the county employee in charge of booking the facility is not notified at least 1 business day in advance for a cancelled booking the renter will not receive refund or credit for the cost of the rental**
- F. **Glasscock County Sheriff's Department has the authority to enforce all rules and close the Glasscock County Community Center for any violation of these rules at any time.**

- 1. The use of metal or aluminum confetti is prohibited. These types of confetti cannot be cleaned up or disposed of, and they interfere with the heating and air conditioning systems. Do not use nails, screws, hot glue, tape or staples on any of the interior walls. *Decorating strips are installed on the walls for the purpose of attaching decorations. Use thumb tacks or command strips only. Do not tie or tape anything to the community center speakers, lighting or ceilings. Cleaner can be obtained from the Community Center booking employee.*
- 2. No glass containers are allowed in any part of the community center building. Decoration should be removed no later than the next day. The parking lot is a part of the center for the purpose of cleaning, deposits, etc.
- 3. No tobacco products will be used within the building. All cigarette butts and other littered tobacco products found outside of the building must be disposed of properly by the renter.
- 4. The *county building maintenance person* will not be required to attend all functions unless he/she or the court feels it is necessary.
- 5. The *Glasscock County Community Center Committee* has the final say on adequacy of all clean-up and conditions of the building. This is non-negotiable.
- 7. The *Glasscock County Commissioner's Court* reserves the right to refuse use of the facility to any group or organization.
- 8. Persons renting the building will be responsible for checking all of the required items on the *cleaning and maintenance checklist* provided and must return the checklist along with the key to the county employee in charge of booking the facility.
- 9. **Nothing is to be taken from the facility and no loan of any equipment is allowed**

***By signing this document you agree to follow and adhere the terms and conditions stated above. If terms and conditions are NOT followed it will result in forfeit of deposit.**

Printed Name of Renter

Signature of Renter

Date