Facility Reservation and Use Policy

Effective: July 7, 2020

FACILITY RESERVATION AND USE POLICY

Reservation & Liability

The City of Sulphur Springs has designated the H.W. Grays Building, Buford Park Pavilion, and Senior Activity Center as facilities available to rent for social, civic, cultural, recreational, educational or charitable purposes. Reservations may be made up to one year (1 year) in advance, on a first-come, first-served basis. The renter must be at least 21 years of age and a resident of the City of Sulphur Springs. Renter will be required to provide proof of residence within the City of Sulphur Springs at the time the reservation is made. Renter must remain on site at all times during the reservation. Renter will be held responsible for the actions of his/her guests, volunteers, employees, contractors, and representatives. Renter is fully responsible for all damages, costs, and expenses associated with their use of the facility. This includes but is not limited to: rental fees, careless misuse, unreasonable conduct, theft, or vandalism.

Facility Access

On the business day prior to use, Renter may pick up keys to the facility at the City of Sulphur Springs Business Office located at 125 S. Davis St., Monday-Friday, 8 A.M. - 5 P.M., except for holidays. Failure to pick up the key during business hours, will result in the loss of fees and the use of the facility. Facilities can be viewed prior to the reservation by contacting the Business Office at (903) 885-7541, ext. 754. City staff will have access to the facility during the rental period provided the activities of City staff do not unreasonably interfere with the authorized activities of the Renter. Attendance is limited by the capacity of the rooms as established by the Building Code and the Fire Marshal.

Affiliation

The Renter will not use the City of Sulphur Springs name or logo on any material in a manner that infers that the City is a sponsor or cosponsor or in any way affiliated with the Renter's group. The City name or logo may be used only if a sponsorship or co-sponsorship agreement has been approved by the City Manager. If "City of Sulphur Springs" must be listed on any publication in relation to the facility name, this disclaimer must be included: "This event is not sponsored by the City of Sulphur Springs."

Fees & Deposit: All fees as established by the City Council must be paid at the time of reservation. The City of Sulphur Springs reserves the right to cancel and/or reassign the facility to another renter if payment is not received at this time.

In addition to the rental fee, a deposit is required at the time of reservation. The deposit will be deposited into the City's depository. Reserved area must be left in a clean condition and without any damage or theft by renter. Rentals must remain within the allotted time, or additional fees will be incurred. If these conditions are not met, the Renter forfeits their deposit. If damages occur beyond the amount of the deposit, the Renter will be held responsible for the difference. City staff will inspect the facility after each rental. Pending no damages, theft, or violations of contract, the deposit will be refunded within 2 weeks of the rental. Refund will be mailed to the address on the contract unless other arrangements are made with Business Office staff.

An insufficient check will negate use of City facilities for current and/or future rentals.

Cancellations/Changes: Renter must directly request all changes or cancellations. If reservation is cancelled at least one week prior to the rental, 100% of the deposit and 50% of the rental fee will be refunded. If reservation is cancelled less than a week before the rental, 100% of the deposit will be refunded but no rental fees will be refunded. If cancellation is requested due to weather, reservation may be transferred to another available date but refunds will be subject to the refund policy above.

Rental Hours: Rental hours include the time it takes to set-up and take-down. Using the facility prior to established start time and/or after established ending time will result in the loss of the renter's deposit. Rental hours specific to the facility are listed on the facility contract.

Kitchen and Food: When available, renter may use kitchen for minimal preparation and heating of food. Kitchen is to be left clean, and all personal items, trash, food products, and drinks brought by the renter must be removed at end of rental time. Renter must make sure stoves, and ovens are turned off and cooled down prior to end of rental period. City does not provide dish soap, towels, or cleaning supplies.

Alcohol and Tobacco: All forms of smoking, whether traditional or electronic, are prohibited in City buildings and within 15 feet of the entry/exit of the building. Use of controlled substances is prohibited. No alcohol will be permitted on City property. This policy will be strictly enforced. Renters found to be in violation of this policy will negate use of city facilities for current and/or future rentals.

Decorations and Music: The use of nails, tacks, staples, tape, or adhesive of any kind is prohibited on walls or furnishings. All decorations must be taken down before the Renter vacates the facility. Open flames, including candles are not allowed inside or outside of the facility. Supplies and portable furniture for special events cannot be delivered before your scheduled rental time and must be retrieved immediately following the event within the time limits set in the reservation agreement. Storage is not available before or after use. Birdseed may be thrown outside only (no rice, rose petals, silly string, or confetti). Entry and exit doors shall not be obstructed at any time. Music is permitted but must remain at a level that is respectful to those around the facility. Absolutely no loud music is allowed. The renter agrees that the volume will be lowered upon request by an authorized City employee.

Clean up: The renter is responsible for cleaning the facility, removing all trash, decorations, turning lights off, and returning the facility to its original state.

Special Conditions

The City Council has granted the City Manager the authority to waive fees for certain community organizations and make minor changes or exceptions to the policy as needed.