GENERAL INFORMATION

The City of Conroe's C.K. Ray Recreation Center, Activity Center, and Meals on Wheels Center are available to rent.

RESERVATION PROCEDURES

- Facilities are available on a first-come first-served basis, and may be reserved up to one year in advance.
- Rental requests are received in person at 1203 Candy Cane Lane, or faxed to 936.522.3915 or emailed to sbarcenas@cityofconroe.org.
- A two-hour minimum rental time is required for all rentals.
- The requested rental time must include set-up and clean-up time.
- A deposit is required to issue a rental agreement and secure a specified day and time.
- All rental agreement deposits and fees must be received at least 30 business days in advance of the requested rental date. Failure to do so voids the rental agreement.
- Cancellations must be made at least thirty (30) business days in advance of the rental date in order to receive a refund of the deposit or any rental or police security fees paid.
- Any and all changes to a permit after the initial setup must be submitted in writing either in person or via email to sbarcenas@cityofconroe.org or faxed to 936.522.3915 by the named permit holder.
- The City may deny a rental agreement based upon the Lessee’s past use of City facilities.
- Pending staff availability, the City may rent facilities on these dates: New Year’s Day, Martin Luther King Jr. Day, Easter Weekend (including Good Friday), Memorial Day, July 4th, Labor Day, Veteran’s Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve. An additional fee of $15.00 per rental hour will be added for these dates.
- **Security is required for all reservations.** Security waivers may be requested in writing and are granted on a case by case basis.

SERVICES

- Services include use of facility, tables and chairs, restrooms, designated parking, and in some rooms, the food prep space.
- Set up and clean-up of the event must be included in the rental times and such fees assessed for entire rental duration.
- Food prep spaces are not suitable for cooking. Microwave access only.

<table>
<thead>
<tr>
<th>Max Capacity</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gymnasium - Full Court</td>
<td>450</td>
</tr>
<tr>
<td>Gymnasium - Half Court</td>
<td>225</td>
</tr>
<tr>
<td>Multi-Purpose Room</td>
<td>50</td>
</tr>
<tr>
<td>Aerobics Studio</td>
<td>50</td>
</tr>
<tr>
<td>Activity Center-Large Room</td>
<td>225</td>
</tr>
<tr>
<td>Activity Center-Small Room(s)</td>
<td>25</td>
</tr>
<tr>
<td>Meals on Wheels Center-Large Room</td>
<td>60</td>
</tr>
</tbody>
</table>

PUBLIC FUNCTION OR PRIVATE FUNCTION

- If Lessee’s use is for a Public Function, the Lessee shall not prohibit, dissuade, prevent, or exclude any member of the public based upon or regarding an individual’s race, color, religion, sex, age, national origin, or disability. If Lessee’s use or intended use is found to be in violation of this clause, this rental agreement shall be subject to immediate termination by the City and the Parks and Recreation Department.
- If Lessee’s use is for a Private Function, the Lessee shall not advertise, promote, announce or open the event to the public in any manner. If such event is determined to be open to the public, the Lessee must abide by the rules regarding a Public Function.
RESTRICTIONS

Violation of any of the following restrictions may result in the City retaining the entire deposit or a portion thereof:

- All tables, chairs, etc. shall be set up by Lessee and then returned to the designated storage area by the Lessee upon conclusion of the event. (Meals on Wheels Center does not require setup or takedown.)
- Lessee may arrive up to 15 minutes before actual rental time. If rental exceeds more than 15 minutes past ending time, the additional rental charges will be rounded up to next full hour and will be deducted from the deposit.
- If Lessee does not arrive within one hour of start time, and does not contact REC Supervisor, facility will be closed. The rental charges and deposit will not be refunded. (Call 936-522-3900; or call 936-672-9570 after hours.)
- Rental of the gym or multi-purpose room in the main REC building includes use of the rented room and restrooms only. Loitering or spreading out in the hallways or use of any of the following rooms constitutes a breach of the rental agreement: dance, gymnastics, weight/cardio or game rooms, front desk and offices.
- No banners or signs of any type may be displayed outside the rooms or be visible from outside the building.
- Use of confetti, silly string, glitter, spray paint, rice, bird seed, smoke machines, or other hard-to-cleanup items is prohibited.
- All decorations must be freestanding—no items may be taped to or attached to the walls or ceilings in any way.
- Use of candles, other than floating candles (table decorations) is prohibited. Chafing dish warmers are allowed.
- Pets are prohibited, with the exception of service animals needed to assist individuals with disabilities.
- Damage to, or removal of, City property or equipment from the facility is prohibited.
- The activation of fire pull stations is prohibited unless there is an actual emergency.
- Calling emergency services 9-1-1 for non-emergencies.
- Guests must remain in the designated rental areas.
- Volume level of all sound (i.e. DJ, band, P.A. system) must be maintained at an acceptable level as determined by the staff on duty. (DJ’s and/or bands are allowed only in the Activity Center.)
- Parking is permitted in designated areas only.
- Lessee and guests are prohibited in areas not designated by the rental agreement.
- Trash must be placed in proper receptacles and then taken to exterior waste can (dumpster) at the conclusion of the event.
- The event, including any necessary clean-up must conclude at the contracted time. The building must be vacated by 12am midnight.
- If additional cleaning services are required at the conclusion of the event, a portion or all of the facility deposit may be retained by the City.
- Lessee may not misrepresent the intent, type or nature of activity to be held at the facility.
- Use of facility may not exceed authorized reservation time restrictions.
- If any discount is applied to a facility rental, the named permit holder must remain on-site for the entire duration of the event.
- The named permit holder must remain on site for the entire duration of the event and be available to staff at the conclusion of the event to sign facility rental checklist.

ALCOHOL/SMOKING

- Alcohol and/or smoking are NOT permitted on any City premises, inside or outside of the C.K. Ray Recreation Center, Activity Center, or Meals on Wheels Building, its parking lots or on any City property thereof.

PARKING

- Parking is available in designated parking areas only. Vehicles parked in unauthorized areas are subject to towing at the owner’s expense.

SECURITY

- Security is required for all reservations. Security waivers may be requested in writing and are granted on a case by case basis. Conroe Police Department (CPD) will provide officer(s) at Lessee’s expense for security purposes. The City shall be responsible for contacting the CPD Security Scheduling Coordinator who will determine the number of officers required. A fee of $40.00 per hour per officer is required and paid directly to the City ten working days prior to the event.

<table>
<thead>
<tr>
<th>Attendees</th>
<th>Minimum Officers Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 –100</td>
<td>One</td>
</tr>
<tr>
<td>101 – 200</td>
<td>Two</td>
</tr>
<tr>
<td>201 – 300</td>
<td>Three</td>
</tr>
<tr>
<td>301 – 400</td>
<td>Four</td>
</tr>
<tr>
<td>400 +</td>
<td>To be determined by Conroe Police Department</td>
</tr>
</tbody>
</table>
FEES

<table>
<thead>
<tr>
<th>Facility</th>
<th>Deposit One-Time</th>
<th>Hourly Resident</th>
<th>Hourly Non-Resident</th>
<th>Hourly Club Sports Team</th>
<th>Hourly Commercial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreation Center **</td>
<td>$150 **</td>
<td>$50 **</td>
<td>$63 **</td>
<td>$63 **</td>
<td>$79 **</td>
</tr>
<tr>
<td>Gymnasium-Full Court+</td>
<td>$150</td>
<td>$50</td>
<td>$63</td>
<td>$63</td>
<td>$79</td>
</tr>
<tr>
<td>Gymnasium-Half Court+</td>
<td>$150</td>
<td>$30</td>
<td>$38</td>
<td>$38</td>
<td>$48</td>
</tr>
<tr>
<td>Multi-Purpose Room+</td>
<td>$150</td>
<td>$20</td>
<td>$25</td>
<td>$25</td>
<td>$31</td>
</tr>
<tr>
<td>Aerobics Studio+</td>
<td>$75</td>
<td>$20</td>
<td>$25</td>
<td>$25</td>
<td>$31</td>
</tr>
</tbody>
</table>

Activity Center

<table>
<thead>
<tr>
<th>Facility</th>
<th>Deposit One-Time</th>
<th>Hourly Resident</th>
<th>Hourly Non-Resident</th>
<th>Hourly Club Sports Team</th>
<th>Hourly Commercial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Room</td>
<td>$150</td>
<td>$60</td>
<td>$75</td>
<td>$75</td>
<td>$94</td>
</tr>
<tr>
<td>Small Room (3 available)</td>
<td>$50</td>
<td>$15</td>
<td>$19</td>
<td>$19</td>
<td>$24</td>
</tr>
</tbody>
</table>

Meals on Wheels Center

<table>
<thead>
<tr>
<th>Facility</th>
<th>Deposit One-Time</th>
<th>Hourly Resident</th>
<th>Hourly Non-Resident</th>
<th>Hourly Club Sports Team</th>
<th>Hourly Commercial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Room</td>
<td>$100</td>
<td>$30</td>
<td>$38</td>
<td>$38</td>
<td>$46</td>
</tr>
</tbody>
</table>

*Additional $15 per hour and police security is required for after normal business hours rentals (Recreation Center) and holidays.

Other Fees

- Security: $40 per hour per officer (minimum two hours)
- Additional Tables: $5 each
- Additional Chairs: $1 each
- Permit Change Fee: $10 after the 1st change to any permit (date, time, facility or add on’s)

RENTAL FEE CATEGORIES

NON-PROFIT: An organization incorporated under state law operating for non-profit purposes. To receive Not for Profit rates, groups must have and show proof of documented of federal 501 © (3) status or similar non-profit status under state law. Qualified non-profit organizations will receive the resident rate.

RESIDENT: A private individual or a for profit organization using a facility for a non-profit purpose (i.e. employee party) who resides within the City Limits of Conroe having provided proper verification.

NON-RESIDENT: A private individual or a for profit organization using a facility for a non-profit purpose (i.e. employee party) who resides outside the City Limits of Conroe.

COMMERCIAL – This refers to a business or other organization whose primary goal is making money, or a profit. Commercial applies to money changing hands in connection with the event in or at the facility, whether this is in the form of a sale, a charge to get in the door, or a fee previously paid to user (i.e. class fee), not to whether the user actually makes a profit.

CLUB SPORT TEAM: A competitive team comprised of local players represented by a manager/coach to schedule facilities for the purpose of conducting practices and scrimmages. (i.e. baseball, soccer, volleyball) The club team cannot be a for profit venture for any organization or individual. (i.e. paid manager or trainer) All fees collected for the club are for the purpose of equipment, uniforms, facility costs, etc.

DEPOSITS

The deposit serves as collateral for possible damage to, or loss of City property. Deposits may be paid by cash, check, money order, or credit card in order to obtain the rental agreement. The Lessee is responsible for returning the facility to its “same state” prior to occupancy by Lessee. If the City is not satisfied as such, all or part of the deposit may be retained by the City for compensation of costs associated with labor and materials to repair/restore the facility. The Lessee is also responsible for reimbursing the City for damage or loss in excess of the amount of the deposit. Upon City satisfaction, the deposit will be fully refunded within thirty (30) days of the rental date via credit card refund (if paid by credit card) or check (if paid by check, cash, or money order). Deposits paid with debit or credit card are usually able to be refunded sooner. Deposit funds may also be used for changes to the permit, if necessary. Patrons are allowed one change to their permit before deadline. **After the first change, there is a fee of $10 for each change up to the deadline.** No changes will be made to permit after deadline. *Permits will not be issued until all deposits, fees, and other requirements are received by the department. Permit will be cancelled and deposits withheld if patron fails to comply by set deadlines. There may be alternate deadlines per individual rental agreements.
INSURANCE

➢ Lessee agrees that for any event in which amusement equipment is used such as moonwalks, dunking tanks, pony rides, etc., Lessee will provide a copy of insurance liability certificates from the amusement company in which Lessee is renting the equipment. Copies must be provided to reservation staff prior to issuance of a permit.

➢ Lessee agrees that for any public event with the expected participation in excess of 250, the sale of tickets, collection of admission fees, opportunity to generate revenue will be subject to requirements below. Proof of insurance is required prior to issuance of permit.

INSURANCE REQUIREMENTS

INSURANCE COVERAGE REQUIRED:

SECTION A. CITY reserves the right to review the insurance requirements of this section during the effective period of the Rental Agreement and to require adjustment of insurance coverage's and their limits when deemed necessary and prudent by CITY based upon changes in statutory law, court decisions, or the claims history of industry as well as LESSEE.

SECTION B. Subject to LESSEE’S right to maintain reasonable deductibles in such amounts as are approved by CITY, LESSEE shall obtain and maintain in full force and effect for the duration of this Rental Agreement hereof, at the LESSEE’S sole expense, insurance coverage written by companies approved by the State of Texas and acceptable to CITY, in the following type(s) and amount(s):

- $250,000 each person;
- $500,000 each single occurrence for bodily injury or death; and,
- $100,000 each single occurrence for injury to or destruction of property.

ADDITIONAL POLICY ENDORSEMENTS:

CITY shall be entitled, upon request, and without expense, to receive copies of the policies and all endorsements thereto.

REQUIRED PROVISIONS:

LESSEE agrees that with respect to the above required insurance, all insurance contracts and certificates of insurance will contain and state, in writing, on the certificate or its attachment, the following required provisions:

- a. Name the City of Conroe and its officers, employees, and elected representatives as additional insured’s, (as the interest of each insured may appear) as to all applicable coverage.
- b. Provide for ten (10) days notice to CITY for cancellation, non-renewal, or material change.
- c. All copies of the certificates of insurance shall reference the service for which the insurance is being supplied.
- d. LESSEE agrees to waive subrogation against City of Conroe, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent same may be covered by the proceeds of insurance.
- e. Provide that all provisions of this agreement concerning liability, duty, and standard of care together with the indemnification provision, shall be underwritten by contractual liability coverage sufficient to include such Obligations within applicable policies.

SECTION C. Approval, disapproval, or failure to act by CITY regarding any insurance supplied by LESSEE shall not relieve LESSEE of full responsibility or liability for damages and accidents as set forth in the Rental Agreement.
City of Conroe  
C. K. Ray Recreation Center / Activity Center / Meals on Wheels Center  
Rental Application

LESSEE INFORMATION  Include copy of TXDL or ID for resident rate

Leesee/Contact Name  Organization Name(if applicable)

Leesee Address  City  State  Zip Code

Email Address  Main Contact Number

Other Contact Number

*****ALCOHOL NOT PERMITTED*****

REQUESTED RENTAL DATE(S): ____________________________

DESCRIPTION OF EVENT TYPE/PURPOSE: __________________________________________

NUMBER OF PEOPLE EXPECTED/ANTICIPATED: _________  Is this event Public   Private

FACILITY: 

Activity Center

Large Room w/Food Prep Rm
Small Room(s)

Recreation Center

Large Room w/Food Prep Rm
Gym-Full Court
Gym-Half Court
Multi-Purpose Rm
Studio

Meals on Wheels Center

Small Room(s)

TIME (must include all necessary set-up and clean-up time)  

Start Set-up time: ___________ a.m. or ___________ p.m. 

Event Start time: ___________ a.m. or ___________ p.m. 

Event End time: ___________ a.m. or ___________ p.m.

Finish/Clean-Up time: ___________ a.m. or ___________ p.m. 

Security Required from Event Start time til Exit time.

REQUIREMENTS  

# of Total tables requested ______  # of Total chairs requested ______

Will you have a decorator*?  Yes  or  No  If yes, Name(s): ________________________________

You are required to inform all your vendors of facility restrictions and responsible for therof.

I will bring my own sound equipment as follows*: (circle one):  ○ None  ○ DJ  ○ PA system  (none provided by REC)

*Activity Center only.  120volt wall outlets are available; no multi-plug outlets will be allowed.

RENTAL FEES

All deposits and fees must be paid 30 (thirty) days prior to the event, prior to the issuance of a reservation permit. The Permit Contract will provide details of all fees due and when fees are due from customer.

FOR OFFICE USE ONLY-SERVICES REQUESTED AND PAID FOR:

<table>
<thead>
<tr>
<th>Permit #________</th>
<th>Deposit Paid Date:________</th>
<th>Rental Rate Type</th>
<th>Res</th>
<th>NR</th>
<th>Non Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Method of Deposit: CrC / Ca / Chk #________</td>
<td>Rental Rate Type</td>
<td>Commercial</td>
<td>Club/Sports Team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment: Date:________ $________ Bal:________</td>
<td>Deposit Fee $150</td>
<td>$100</td>
<td>$75</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Date:________ $________ Bal:________</td>
<td>Payment/Changes DEADLINE: Some permits may have several separate deadlines if multiple dates</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date:________ $________ Bal:________</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Date:________ $________ Bal:________</td>
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</tr>
</tbody>
</table>

Signature: I have read and received a copy of the Rental Information and the Rental Agreement and agree to abide by its provisions.  Lessee agrees to indemnify and hold the City of Conroe, its officers, agents, employees, and staff harmless from any and all costs, fees, and claims of liability, loss, or damage, which may arise out of the use, and/or occupancy of City of Conroe property and premises by the Lessee, its agents, guests, or invitees.

Signature of Named Permit Holder: __________________________  Date: __________________________

Staff Initials: __________________________

Day Rec'vd: __________________________

Time Rec'vd: __________________________

Card Saved on File: Y  N  CVV: __________________________

Verified resident: Y  N