

The Park at Lakeline Oaks

Williamson-Travis Counties MUD #1
Rental Information

Facilities: \$100.00 (RES) \$200.00 (NRES)
with Alcohol, Additional \$100.00 (plus \$45/hour for constable)

Deposit: \$200.00 (RES) \$300.00 (NRES)

Pavilions: (No charge when building is reserved)

Pavilion Only:

Deposit Required:	<u>Amount</u>	<u>Number of Guests</u>
	\$ 30.00	30 and under
	\$ 50.00	30-50
	\$ 75.00	50-75
	\$100.00	Over 75 to <u>maximum of 100</u>

Severn Trent will coordinate checklist verifications and closing the facilities after each party event.

Severn Trent will be responsible for documenting reservations, accepting deposits and contacting the janitorial service if needed.

Type of Function _____

Number of Guests invited _____ Number of guests expected _____

Alcohol at event _____ Yes _____ No (If "yes", a constable is required)

Date of Event _____ Time to enter facility _____ Time to leave facility _____

Name: _____
(Refund check will be made payable to this name)

Address: _____
(Refund check will be mailed to this address)

Home Phone: _____ Business Phone: _____

I, the undersigned, understand that I am responsible for all items as listed on this form and I have initialed each place indicated. Rental fees and deposits must be submitted with all paperwork to rent the facility on a first come first served basis. Reservations are confirmed with payment of deposit.

I also understand that if anything is broken or missing, the cost of the extraordinary clean-up, repair or replacement of item(s) will be deducted from my deposit. I also understand that if my event goes over the scheduled time, the additional hourly fee will be deducted from my deposit. If clean-up, repairs, or replacement is more than my deposit, the cost will be assessed and I will be billed.

USER'S SIGNATURE _____ DATE: _____

Coordinator's Contact # _____

RULES AND REGULATIONS GOVERNING USE OF DISTRICT COMMUNITY CENTER

1. **Reservation Policy.** Residents and organizations may generally reserve the meeting facility no more than 12 months in advance for one-time functions. Reservations will be on a first come, first served basis within the guidelines of the District's priority scheme for the use of District Facilities. A reservation form must be completed and applicable fees paid for the reservation to be effective. Documents may be faxed to Severn Trent's office but reservations will not be confirmed until all deposits and fees are collected. Any existing reservation must be canceled, past, or prior to any additional reservations being made except as outlined in the next paragraph

Recurring reservations by a Sanctioned Group (non-profit) are permitted; however, no more than 12 recurring reservations may be scheduled or reserved on the books by any organization at any time. Sanctioned Groups which have been granted fee (includes rental fee and deposit) waiver by the Board may reserve up to 12 recurring dates. These groups must clean the building prior to exiting.

2. **Standing by District Reservations.** The main meeting area of the Community Center will be reserved every Wednesday evening beginning at 6:00pm for Board and Subcommittee meetings.
3. **District HOAs may reserve the community center (availability thru Severn Trent) for HOA meetings.**
One access card will be distributed to the HOA President. HOA Presidents can request additional access cards in writing to Severn Trent. Each additional access card requires a deposit of \$20.00.

Any parties, including HOA parties, must follow the rules and guidelines.

RULES AND PROCEDURES

1. All enclosed areas of the Community Center are NO SMOKING areas.
2. Users are responsible for proper clean-up of the facilities and for the cost of repair of any damages caused by their guests. Users will be charged the costs of any or all repairs. Deposits are processed at the end of each month and returned after the Board of Directors meeting is held and signatures are obtained on the checks. The premises are to be cleaned as required by the checklist provided to the user and the premises are inspected by the District's designated representative. If the results of the inspections are not satisfactory, the user will be given 30 additional minutes to clean the facilities. If the results of the inspections are still not satisfactory, the deposit will be forfeited.
3. If alcoholic beverages are to be served, an additional cost is required, as stated. The hosts of any event are responsible for the welfare of all persons attending their event and must ensure all guests can drive safely, or must make other arrangements to assist the guests home. Any user who does not pay the required cost but allows alcoholic beverages to be consumed at their event will FORFEIT their deposit. In addition, the user will be held responsible for all clean-up costs and any damages. Payment to constables must be made at time of service.
4. Use of any District Facility must end at the time listed on the rental agreement unless use is extended for 30 minutes to allow for clean-up. If any use extends beyond that period, additional time will be charged to the user at a rate which is two times the standard hourly usage rate.
5. There must be one adult supervisor twenty-one (21) years or older for every six (6) children under the age of fifteen (15).
6. Music and other noise within or on the grounds of the Community Center must be controlled so as not to disturb the residents of the area.