

The Park at Lakeline Oaks

Williamson-Travis Counties MUD #1

Rental Information

Peak reservations are reservations on <i>Friday, Saturday, or Sunday</i>			
Non-Peak reservations are reservations any time during <i>Monday through Thursday</i>			
Room (A <u>Room</u> reservation includes the meeting room within the Lakeline Oaks Building ONLY)			
	Resident	Non-Resident	Non-Profit
4 hours or less	Peak: \$70 Non-Peak: \$35	Peak: \$130 Non-Peak: \$100	\$5/hour
4-6 hours	Peak: \$105 Non-Peak: \$70	Peak: \$200 Non-Peak: \$130	
6-8 hours	Peak: \$180 Non-Peak: \$140	Peak: \$280 Non-Peak: \$210	
All Day	Peak: \$245 Non-Peak: \$210	Peak: \$400 Non-Peak: \$330	
	Deposit	Deposit	Deposit
	\$100	\$200	Waived
Room Plus Pavilion (This reservation includes the meeting room within the Lakeline Oaks Building plus the attached pavilion)			
	Resident	Non-Resident	Non-Profit
4 hours or less	Peak: \$120 Non-Peak: \$85	Peak: \$190 Non-Peak: \$160	\$10/hr
4-6 hours	Peak: \$155 Non-Peak: \$120	Peak: \$260 Non-Peak: \$190	
6-8 hours	Peak: \$230 Non-Peak: \$190	Peak: \$340 Non-Peak: \$290	
All Day	Peak: \$295 Non-Peak: \$260	Peak: \$460 Non-Peak: \$390	
	Deposit	Deposit	Deposit
	\$200	\$300	Waived
Entire Center (Rental of the <u>Entire Center</u> includes the meeting room within the Lakeline Oaks Building, along with use of the kitchen and the pavilion)			
	Resident	Non-Resident	Non-Profit
4 hours or less	Peak: \$200 Non-Peak: \$165	Peak: \$250 Non-Peak: \$200	\$15/hr
4-6 hours	Peak: \$235 Non-Peak: \$200	Peak: \$300 Non-Peak: \$250	
6-8 hours	Peak: \$310 Non-Peak: \$270	Peak: \$400 Non-Peak: \$350	
All Day	Peak: \$375 Non-Peak: \$340	Peak: \$500 Non-Peak: \$450	
	Deposit	Deposit	Deposit
	\$250	\$350	Waived
Add-Ons: Use of AV Equipment: \$30; Event with alcohol: Additional \$100 rental fee + \$45/hour for constable; Add kitchen to room rental: \$30			

Reservations are monitored via video footage. Should the reservation options requested not be honored (ie. Use of the kitchen or pavilion when agreed to not use kitchen or pavilion or use of AV equipment without paying for rental), resident will lose deposit and may forfeit right to reserve in the future.

Reservations can be made on the district website at www.wtcmud1.org.

If you have any questions, please e-mail Parks@Inframark.com or call 512-246-0498, ext. 30411.

For in-person or by-mail reservations, please make check or money order payable to WTC MUD #1 (NO CASH), and mail or deliver form to:

Inframark
14050 Summit Drive, Suite 113-A
Austin, TX 78728

The Park at Lakeline Oaks (MUD Office)- in-person or by mail form

Type of Function _____

Type of Rental (check one) LLO Room LLO Room with Kitchen add-on (additional \$30)
 LLO Room Plus Pavilion Entire Center (Room, Kitchen, and Pavilion)

Number of Guests invited _____ Number of guests expected _____

Alcohol at event _____ Yes _____ No (If "yes", a constable is required for reservation with additional \$100 rental fee and payment to the constable of \$45/hour)

AV Rental Use (\$30) _____ Yes _____ No

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 full payment of rental fees and 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 of \$50/hr for residents and \$100/hr for non-residents 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. For events ending after business hours (anytime on the weekend, after 5 p.m. during the week, or on a major holiday), any items left in the building after your end time when the building locks, the hourly fee will be charged to open the door. Those who wish to wait until normal business hours to retrieve their item will not be charged the hourly fee as stated above.

NAME _____

SIGNATURE _____ DATE: _____

E-MAIL ADDRESS _____

Coordinator's Contact # _____

Name: _____ Date of Function: _____

Contact Numbers: _____

Type of Function _____ Alcohol? _____

RENTAL CHECKLIST FOR FACILITY (To be initialed by Renter)

- _____ I agree to follow ALL clean up procedures as listed or risk forfeiting my deposit
- _____ I agree to arrange the chairs back into their original configuration.
- _____ I agree to clean and store ALL extra tables and chairs and return them to the proper storage area
- _____ I agree to NO SMOKING in the facility and will enforce this with my guests
- _____ I will have a MUD appointed constable during my event when serving alcohol and during the entire time alcohol is present in the building
- _____ I agree to pay the constable (\$45/hr) at time of service.
- _____ I agree to put decorations ONLY on glass windows and NO tape or staples on walls.
- _____ I agree to sweep up all debris and to wipe up all spills, including bathroom and kitchen areas.
- _____ I understand that all Park and Playground areas close at 10pm even though the building may be open until midnight for my reservation.
- _____ I understand NO GLASS containers are allowed outside of the building. No glass is allowed on the pavilion.

CLEAN –UP CHECKLIST

- _____ Bag and tie trash, place in large trash cans in Pavilion.
 - _____ Clean up appliances and countertops that were used in the kitchen
 - _____ Remove any decorations that were put up.
 - _____ Sweep up all debris and mop up spills, including bathroom and kitchen areas.
 - _____ Clean mops and brooms and put in storage
 - _____ Any tables and/or chairs which were stacked prior to the event shall be restacked and returned to their prior location.
 - _____ All personal items, food, kitchenware, flatware and other products brought in must be removed upon completion of the event.
- _____ Agreed Exit time Actual Exit Time (to be noted by ST representative after event via video footage) _____

_____ Signature of Renter

RULES AND REGULATIONS GOVERNING USE OF DISTRICT COMMUNITY CENTER

1. Reservation Policy. Residents and organizations may generally reserve the meeting facility no more than 6 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. Reservations can be completed through the online reservation system or documents may be faxed to the Inframark office but reservations will not be confirmed until all deposits and fees are collected.

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 reservations by District Representatives: 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 through Inframark) for HOA meetings. One access card will be distributed to the HOA President.

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 paid with check or money order 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. Deposits made with debit or credit card via the online reservation system, will be refunded upon acceptable inspection via security footage the week following the event. The premises are to be cleaned as required by the checklist provided to the. If the results of the inspections via video footage are not satisfactory. The deposit will be forfeited.
3. If alcoholic beverages are to be served, an additional cost of \$100 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. If any use of the building extends beyond the specified end time, additional time will be charged to the user at the following rates: residents \$50 per hour, non-residents \$100 per hour. For events ending after business hours (anytime on the weekend, after 5 p.m. during the week, or on a major holiday), any items left in the building after your end time when the building locks, the hourly fee will be charged to open the door. Those who wish to wait until normal business hours to retrieve their item will not be charged the hourly fee as stated above.
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.