

# Community Room Policy

## New Boston Property Management

Adopted: Resolution 2019-15; July 29, 2019

The Executive Director of the New Boston Property Management, responsible to the Board of Commissioners, shall manage usage of the Rice Street Community Room located at 303 Rice, New Boston, Texas. No more than 100 persons should occupy the Community Room at any given time. The Community Room is a Smoke-Free facility.

1. **PRIORITY OF USE:** Property Management activities will be given preference in use of the Community Room. Paying customers have precedence over Complimentary Use customers. Reservations will be accepted on a first come basis.
2. **COMPLIMENTARY USE:** Special provisions shall be made for meetings of recognized local civic and educational organizations. Recognized civic and educational organizations may use the facilities without fee or charge for sporadic meetings. Frequently scheduled meetings will not be considered without fee. Civic and educational organizational meetings are subject to all rules for the facility. The Executive Director shall determine complimentary use.
3. **DEPOSIT:** *A deposit fee of \$50.00 must be received before the facility will be reserved.* Deposit is refundable after use if all Housekeeping Requirements are met and key is returned promptly. *An additional deposit fee of \$50.00 must be received for use of the Television and VCR/DVD in the Activity Room.* This deposit is refundable after the confirmation of the presence of and no damage to both pieces of equipment and their remote controls. Both deposits may be combined or separate. Deposits shall be made in the form of a check, money order or debit/credit card receipt. Deposits returned via Agency check will not be available until regular weekly checks are produced.
4. **RESPONSIBLE PARTY:** The individual who makes the request for use of the building is responsible for the key, cleaning of the facility (including kitchen, bathrooms, and exterior area used), locking the building, resetting the thermostat, and returning of the key to the Property Management on the next business day.
5. **KEY RETURN:** Key may be returned in person or deposited in the drop box located on the east wall of the main entry doors to the Administration Building at 303 Rice Street. Key must be returned by the next business day. If not returned the deposit will not be returned.
6. **RENTAL FEES:** A rental fee of \$45.00 will be charged for use of the facility for a single block of time. Time blocks shall be 8:00 a.m. - 5:00 p.m. and 5:00 p.m. - midnight. Rental fee for both day and evening blocks is \$75.00. Rental fee for two consecutive days is \$120.00. When the facility is not in use nor scheduled for use by others, the specific hours of the time blocks *may* be altered by the Executive

Director. New Boston Property Management residents in good standing may rent the facility for personal use at \$20 per session or \$35 for both day and evening blocks. Property Management staff may occasionally reserve the facility without charge for personal use when not being rented and should not take priority over scheduled rental contracts. If rental fees are not received prior to room rental and the reservation has not been cancelled, the deposit will not be returned, and the facility will be made available to another party.

7. **USE FOR PROFIT:** Benefits, sales, fund raisers, or events with an admission charge not sponsored by the Property Management will be charged \$75.00 per single block of time. For on-going weekly rental only, businesses are charged \$50.00 per block of time due to their continued support of the Community Room.
8. **INSUFFICIENT/RETURNED CHECKS:** The Agency will assess a charge of \$35 for the cost of collection. For any individual that has a check returned for insufficient funds, all future-payments must be made by money order, cashier's check or debit/credit card. The Agency reserves the right to file collections of an insufficient check to a collection agency or the Bowie County District Attorney's office. Filing charges will be assessed.
9. **BILLS:** The Property Management will honor no bills unless previously approved in writing by the Executive Director.
10. **USE BY MINORS:** All reservations shall be made, and rental contracts executed by legal adults. If the facility is being rented for use by minors, names and phone numbers of chaperons - each accepting full responsibility - must be provided before a key will be released. At least one (1) chaperone will be required for every ten (10) minors anticipated to attend.
11. **PROHIBITIONS:** DRUGS AND ALCOHOL are prohibited on the premises. SMOKING is not permitted inside the building. GATHERING OF GROUPS outside the building, which creates a DISTURBANCE, is prohibited.
12. **RIGHT TO REMOVE:** The right is reserved to have any disorderly person or persons in possession of drugs or alcohol ejected from the premises.
13. **RIGHT TO DENY:** The Property Management reserves the right to deny use of the building to any person or organization that it deems unsuitable. Persons with a history of criminal activity, alcohol abuse, or drug related activity (use, sale or possession) may be denied use of the building. Persons who have been banned from Property Management property may not use the facility nor attend functions at it.
14. **DAMAGES AND CHARGES:** The deposit will be applied, and the balance billed to the person signing the contract for any damages, missing property, repairs or deodorizing necessary according to the following schedule. Smoking is not allowed inside any part of the facility.

- \$50 Failure to return keys by next business day following rental
- \$50 Altering or tampering with smoke alarms or security cameras
- \$50 Loss of remote control for audiovisual (TV/VCR/DVD) equipment
- \$20 Failure to reset the thermostat
- \$20 Leaving water on in kitchen or bathroom
- \$20 Cleaning kitchen (countertops, range, sink, refrigerator)
- \$10 Cleaning the floor
- \$10 Cleaning and storing tables or chairs
- \$10 Leaving lights on
- \$10 Trash that must be taken to dumpsters or garbage cans
- \$10 Not flushing the toilets
- \$.... Actual costs for repairs or replacements necessary due to use. Labor will be billed at established rates listed on the Schedule of Repairs and Other Charges.

15. **LIMIT ON INDOOR COOKING:** No deep fryers, grills or smokers may be used inside the building at any time.
16. **USE OF FURNISHINGS:** Furnishings are not for use outside the building. If chairs are set on the patio or under the pavilion during rental of room, they must be returned to storage before locking building. Any damage to chairs or furniture due to use outside will be the responsibility of the individual or organization renting the facility.
17. **END TIMES:** Events shall not begin before 8:00 a.m. With the possible exception of New Year's Eve, all events inside the buildings shall end before midnight. All outside activities must end by 10:00 p.m. out of consideration for nearby residents.
18. **OUTDOORS USE:** Public Address/Speaker Systems may not be used outside the building at any time.
19. **DECORATING:** No tacks or tape may be used on the walls, trim, windows or ceiling of the facility. Only damage-free hanging hooks or strips such as *Command Strips*® may be used.
20. **RESERVATIONS:** Reservations for usage of the Community Room and facilities are to be made with the Executive Director or his/her appointed assistant at the office of the Property Management located at 303 Rice, New Boston, Texas. No reservation will be taken earlier than twelve (12) months in advance. Reservations will be made on a first come first served basis. **Deposit must be made before the facility will be reserved on the books.** Key to the facility may be picked up at 303 Rice Street up to three days prior to use of the facility. If the key is not received by close of the last business day before the activity and the activity did not take place, the deposit will not be returned. If a Property Management staff is called out to unlock the doors or pick up the keys, this will result in not returning the entire deposit.

21. **CANCELLATIONS:** A full refund of the Deposit and any Rental Fees paid will be made if a written cancellation is received by the Property Management not less than three (3) calendar days before the scheduled event. Cancellations received less than three (3) calendar days, prior to the reservation will receive a refund of only Rental Fees paid. Cancellations after the reservation time will forfeit both Deposit and Rental Fees.
22. **UNDEFINED USE:** If use for a specific function or group is not defined in these rules and is questioned by the Executive Director, it shall be presented to the Board of Commissioners for approval before the date is reserved. (The wait for consideration by the Board of Commissioners at a regular meeting could take up to 60 days.)
23. **WAIVER OF H.A. LIABILITY:** The Property Management WILL NOT BE responsible for any personal property left in the building nor to vehicles parked on or near the property.

### **GENERAL HOUSEKEEPING RULES**

Whether rented or used complementary, the Community Room must be left clean after each use. Keys should be returned immediately.

1. Janitorial Service, if required or requested, will be withheld from deposit or charged to the organization according to the. Schedule of Repairs and Other Charges posted on the bulletin board in the lobby. Any balance due will be billed to the individual/organization reserving the facility.
2. Building, including kitchen, bathrooms and corridor, must be left clean after use. This includes arranging or storing the furniture to its original location, picking up, sealing all trash in garbage bags and depositing in garbage cans at street, flushing the toilets, cleaning the kitchen, wiping clean all tables and chairs, sweeping the floors, turning off all lights and water, and resetting the thermostat to:
 

November – February	68° - heat - Auto
March – October	75° - cool - Auto
3. Each organization or individual using the kitchen must leave the kitchen thoroughly clean and in order. All foods, bags of ice and other personal items must be removed from kitchen on date of use. All utensils, dishes and silverware must be washed and stored in their proper places. Dishwasher detergents are available in the kitchen cabinets. A broom will be in the storage room. Trash bags are located under the sink. Paper towels are provided.
4. **SMOKING IS PROHIBITED IN THE BUILDING AT ALL TIMES.**