

## Rules and Regulations for the Use of the Sterling County Community Center

All rules and regulations concerning the use of the Sterling County Community Center will be set by the Commissioners' Court. All rules and regulations will be subject to amendment whenever it becomes necessary and is agreed upon by the Sterling County Commissioners' Court.

1. Reservations shall be made no more than one calendar year in advance on a 1<sup>st</sup> come 1<sup>st</sup> serve basis. All reservations to be made by adults over 21 years of age and should be made and/or cancelled through the Community Center Supervisor. A damage deposit shall be made at time of reservation in the amount of \$100 for groups of 1 to 50 and \$500 for 50 or more.
2. To cancel reservation a two week advance notice is requested to allow another party to use facility.
3. Standing reservations or others for any one group shall be limited to 1 time per week, unless approved by the Commissioner's Court.
4. Reservations should specify the exact hours that you plan to use the building including the time needed for decorations and preparations, etc. As long as it does not interfere with any other reservation the party can have access to the Community Center prior to the event at the discretion of the Community Center Supervisor to set up decorations if requested and needed.
5. Decorations must be removed immediately following parties if there is a pressing need for the building; otherwise, they may be removed the next day by 1:00 p.m. at the discretion of Community Center Supervisor.
6. Persons using the building shall be held strictly responsible and shall be strictly liable for all breakage, damage, or loss to the building and/or its equipment. Any damage or abuse to the building or anything therein will result in the forfeiture of all/part of the deposit to cover the cost of damage. If the damage exceeds the amount of the deposit, the remaining balance shall be collected from the person making the reservation. The Community Center Supervisor will do a walk through after the event and at that time determine the building be cleared as acceptable and the deposit will be returned within ten working days from the date of the reservation.
7. Persons using the building shall be responsible for heavy clean up of the building and premises following its use. (Use Exhibit A: Cleaning Guide). All deposit money shall be refunded to the parties making such deposit if the building and grounds are returned in a clean, sanitary, and good housekeeping condition, and approved upon inspection by the Community Center Supervisor.
8. Persons responsible for obtaining use of the building shall be responsible for maintaining order and discipline at all times.
9. Any group or groups who do not abide by all the rules and regulations shall relinquish their right to use the building at any future date depending on a decision to be made by the Sterling County Commissioners' Court.
10. All teen-age activities shall be sponsored by and chaperoned by an adequate number of responsible adults with a requirement of at least 1 adult per 20 teenagers.
11. Any function for which admission is charged must be sponsored by a local NON-PROFIT ORGANIZATION. Outside vendors that are sponsored by the NON-PROFIT ORGANIZATION are allowed to sell their products for that given event. Examples: October Festival sponsored by Senior Citizens or Christmas Stroll

through the Lions Club, etc...As long as a NON-PROFIT ORGANIZATION sponsors the event or person they shall be able to use the Community Center under the rules and regulations stated in this policy.

12. The Community Center can be used for elections, testing, stock shows, health fairs and social events (examples: weddings, anniversaries, showers, dinners, family reunions, etc...). NO INDIVIDUAL may reserve the building to use for PERSONAL MONETARY GAIN.
13. Opening time for the facility will be no earlier than 6:00 a.m. Closing time for all functions will be at 12:30 o'clock A.M. with no overnight stays unless Sterling County is in a declared disaster creating a need for shelter. The building and premises must be cleaned and vacated by 1:00 A.M. unless previously agreed upon to take decorations down by 1:00 P.M. on the following day and as long as no other event is prevented from taking place.
14. If alcoholic beverages are to be consumed at any Community Center event, it is the responsibility of the person to arrange with the Sheriffs' Department for law enforcement to be present at all times during the event. A minimum of two (2) officers are required at any event. In addition to the above, the person acknowledges that they are aware that Texas Law does not allow a minor (a person under the age of 21) to possess or consume alcoholic beverages unless such minor is in the visible presence of his adult parent, adult legal guardian or adult spouse. It is the responsibility of the person to insure that this Texas law is not violated during the event and to cooperate with any law enforcement officers present. Exhibit B, Required Security at Events with Alcohol and Security Schedule shall be completed and signed and given to Community Center Supervisor at the time of deposit.
15. Moving furniture from the carpeted area to the cement area is prohibited unless prior approval is given by the Community Center Supervisor.
16. Removing Tables and Chairs and Equipment from the community center is only allowed for county sponsored events and non-profit organizations and must be approved by the Community Center Supervisor (Use Exhibit "C": Inventory List).
17. The Community Center (Sterling County) shall not be held responsible for any losses due to theft, breakage, disappearances or any articles on the premises.
18. Smoking is prohibited in the Community Center.
19. Glass beverage bottles are prohibited in the Community Center
20. Use, sale or distribution of fireworks and/or snap-bang type products on County property is prohibited.
21. Throwing or kicking of hard balls or other objects that might damage light fixtures, walls, etc. is prohibited on the premises. Organized activities under the direct supervision of a charitable or non-profit organization's staff or members (such as the Fall Festival) are exempted from this prohibition. The cost to repair damages caused by balls or other objects, whether exempted or not, will be paid by the organization or individual that reserved the facility.
22. A quick reference guide of "The Rules and Regulations for the Use of the Sterling County Community Center" shall be given to EVERY PERSON reserving and using the Community Center. Each such person shall acknowledge receipt of the rules and agree to abide by the same by signing and returning Exhibit "D": Rules Acknowledgement to the Community Center supervisor.

**Quick Reference Guide for the Sterling County Community Center  
(Complete Policy Available Upon Request; rev. Jan., 2013)**

**Reservations (Must also complete Exhibit D: Rules Acknowledgement)**

- No more than 1 year in advance
- 1<sup>st</sup> come 1<sup>st</sup> served
- Made by an adult
- 2 week cancellation notice requested
- Damage deposit: \$100 up to 50 persons; \$500 over 50
- Once per week limit per person or group
- For exact hours including set up time

**Care of the Center (Also see Exhibit A: Cleaning Guide)**

- Will not open prior to 6:00 a.m. Event ends by 12:30 a.m. Decorations removed, cleaned and vacated by 1:00 a.m. (unless the Community Center Supervisor [CCS] has approved 1:00 p.m. on the next day)
- Responsible for cleanup of building and premises (deducted from deposit if not acceptable)
- Responsible for damage (deducted from deposit)
- Responsible for damage and/or clean up above deposit amount
- Person making reservation responsible for maintaining order

**Conditions for Use**

- Teenage activities chaperoned by a minimum of 1 adult per 20 teenagers.
- If admission is charged, must be sponsored by a local non-profit group
- Events with vendors allowed only through local non-profit group.
- No individual shall reserve the building to use for personal monetary gain.
- Smoking not allowed
- Glass beverage bottles not allowed
- Sale, use and/or distribution of fireworks, snap-bang type products prohibited.
- Hard balls or thrown objects that might damage walls/fixtures prohibited (see full rules for exceptions)

**Consumption of Alcoholic Beverages**

- Arrange with Sterling County Sheriff's Office for a minimum of two (2) law enforcement officers to be on-site at all times during the event
- Ensure Texas laws relating to alcoholic beverages are followed, especially those dealing with minors (under 21 must be in physical presence of adult parent, adult legal guardian, or adult spouse)
- Cooperate with law enforcement officers at all times
- Complete Attachment B and give to the Community Center Supervisor with the required deposit

**Miscellaneous**

- Do not move furniture from the carpeted area to the cement area without CCS approval
- Tables, chairs, or equipment may be checked out of the Community Center through the Community Center Supervisor for use off-site for County sponsored events and for use by Non-Profit organizations. (Also see Exhibit C: Inventory List)
- The Community Center and Sterling County are not responsible for any losses of personal property due to theft, breakage, or other means
- Failure to abide by these guidelines may result in denial of future use of the facility

## **Exhibit A**

### **Rules for Cleaning the Community Center**

**(Only applies for the areas listed if actually reserved and used)**

- 1. Use only the cleaning supplies provided by the County. Do not use bleach or any other products that may cause damage to flooring or other surfaces**
- 2. Sweep and mop or vacuum floors.**
- 3. Bathrooms cleaned including mirrors, cabinets, toilets, floors, doors, walls and sinks.**
- 4. Kitchen cleaned including stove, oven, cabinets, countertops, refrigerator, walls, and sinks. Use your own containers to take any excess food, refreshments home. All community center kitchen equipment, utensils, supplies are to remain in the community center and are not to be used to take excess food, refreshments home.**
- 5. Return furniture to proper place, stacking tables and chairs neatly and correctly in closets where they were originally stored.**
- 6. Empty trash receptacles and place trash in the dumpsters. Put new bags in the trash receptacles. Pick up your trash outside and around the entire perimeter of the building and place in the dumpsters.**
- 7. Clean walls of all decorations (tape, balloons, ribbons, etc.); check walls for black marks from feet, food, drinks, etc. Do not use nails, tacks or any other attachments that may damage the walls.**
- 8. Turn off the lights, shut and lock all doors, including cabinet doors.**
- 9. Call the Community Center Supervisor to return the key and arrange an after use inspection.**

**This is your community center and belongs to all the citizens of Sterling County. Please treat it as you would your own home. Thanks and enjoy your event!**

Exhibit B

**Community Center Policy Regarding Required Security at Events with Alcoholic Beverages**

1. If alcoholic beverages are to be consumed at any Center event, it is the responsibility of the person making reservations to prearrange through the Sterling County Sheriff's Office for law enforcement officers to be present at all times during the event.
2. A minimum of two (2) officers are required.
3. By signing below, the person reserving the Center acknowledges that he/she is aware that Texas law does not allow a minor (a person under the age of 21 years) to possess or consume alcoholic beverages unless such minor is in the visible presence of his adult parent, adult legal guardian or adult spouse. It is the responsibility of the person making the reservation to ensure that this Texas law is not violated during the Center event and to fully cooperate with any law enforcement officers present.

**A violation of the Community Center policy stated in this Exhibit will cause termination of the event.**

*By signing below I indicate that I agree to the above listed policies and agree to be responsible for adherence to the same.*

\_\_\_\_\_  
Date/Time of Event

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Date Signed

**Exhibit B**

**Security Schedule**

**Date:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Number Attending:** \_\_\_\_\_

**Two Certified Texas Peace Officer's for every event. Any event lasting more than    hours, an additional \$30.00 per hour will be charged for each Officer.**

**Total Pay per Officer: \_\_ \$150.00 each (cash only)  
                                  \_\_ \$ \_\_\_\_\_ additional each (cash only)**

**Officer One:** \_\_\_\_\_

**Officer Two:** \_\_\_\_\_

**Payment received by:** \_\_\_\_\_

Exhibit C

Inventory List

**Sterling County Community Center  
Sterling City, TX 76951**

List of Inventory that is being temporarily removed from the Community Center for County or non-profit organization use:

Item	Count
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Date and Time of Checkout \_\_\_\_\_ a.m./p.m.

Event and Location \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Community Center Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**Exhibit D**

**Rules Acknowledgement**

**Sterling County Community Center  
Sterling City, TX 76951**

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Date and Time Reserved \_\_\_\_\_

Deposit Received \_\_\_\_\_

**I hereby acknowledge that I have received a copy of the Community Center Rules and Regulations and have read, understand and agree to the Rules and Regulations for the Use of the Sterling County Community Center.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Community Center Supervisor

\_\_\_\_\_  
Date