



City of Royse City~305 N. Arch St., PO Box 638~Royse City, Texas 75189~972-636-2250

Reservation and Rental Policies

The Melody Room, Conference Room, Pavilions at City Parks, and or any other property maintained by the City of Royse City, hereafter referred to as “Facilities,” is owned by the City of Royse City, Texas. It includes any objects, tables, chairs, benches, or other physical devices or equipment associated with the Facilities.

The Facilities are to be in no way abused or damaged. Any person or group desiring to rent all or a part of the Facilities must be aware that preservation and safety of the Facilities is of concern to the City of Royse City, and no use will be tolerated of the Facilities which in any way threaten harm or damage to the Facilities.

Any person or group desiring to rent the Facilities who cannot do so without accepting those restrictions and limitations should consider an alternate facility. NO ALCOHOL ALLOWED.

RESERVATIONS:

1. All reservations must be made through the Customer Service Department at City Hall, 305 N. Arch St., 972-636-2250, between the hours of 8 a.m. and 5 p.m., Monday through Thursday, and 8 a.m. to 12 noon on Friday, exclusive of holidays.
2. Facilities shall be available for rentals Monday through Friday from 6 p.m. to 10 p.m., on Saturday from 6 a.m. to 10:00 pm, and Sunday from 2:00pm-6:00pm.
3. Facilities will not be available for rentals on the following holidays: New Year’s Day, Martin Luther King Day, Good Friday, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve, and Christmas Day. If the holiday falls on a Saturday or Sunday, the Facilities may not be available the Friday prior to Monday after the holiday in accordance with the City of Royse City’s holiday schedule.
4. Permittee must be 18 years of age or older to reserve the building and must be present at all times during the function or activity.
5. Tentative reservations are on a first-come, first-serve basis and may be made in person or by phone. All reservations must be confirmed with payment of a Deposit/Reservation Fee. No oral agreements for the use of the Facilities are valid.
6. All reservations shall require a Deposit/Reservation Fee which must be paid at time of the booking. Failure to tender the required Deposit/Reservation Fee within two-working days shall result in the cancellation of the tentative reservation. Facilities may only be reserved 4 weeks in advance

7. Reservation time periods include decorating and clean up within the time frame rented.
8. Deposit/Reservation Fees paid must be paid by cash, cashier's check or money order. (No individual checks accepted)

CANCELLATIONS AND REFUNDS:

1. Cancellations for the Facilities must be made in writing and received by the Receptionist at City Hall at least 48 hours prior to the reservation date in order to receive a full refund of the Deposit/Reservation Fee. If a cancellation is not received 48 hours in advance, the Deposit/Reservation Fee will not be refunded.
2. Deposit/Reservation Fees are non-transferable. Permittees are not allowed to transfer Deposit/Reservation Fees to another reservation date or another individual to eliminate losing the Deposit/Reservation Fees.
3. At no time shall a Permittee sublease or assign its reservation to another person, group, or organization. No Permittee shall change or rotate the Permittee's designated hours with another renting party without doing so through the Receptionist at City Hall.
4. No single activity or group shall be permitted to monopolize any portion of the Facilities. Any activity or group monopolizing any portion of the Facilities will be at the approval of the City Manager in order to best serve the interest of the community.
5. From time to time, and possibly without advance notice, it may be necessary to cancel or postpone and reschedule reservations. The City and the Permittee understand and agree that the event shall be cancelled or rescheduled without any liability to the City. If the City cancels an event, the City shall give a full refund to the Permittee. The City will, nevertheless, endeavor to honor reservations made in compliance with this policy.

In the event of any such change or cancellation, the Permittee, by the acceptance of the terms and conditions of this policy, agrees to release, hold harmless, and discharge the City of Royse City, its officers, agents, and employees (collectively referred to in this paragraph as the "City") from and against all claims, demands, causes of actions of every kind and character, including the cost of defense thereof for any damages or loss that is caused or alleged to be caused by, arising out of, or in connection with such change or cancellation, regardless of the negligence of the City. It is the expressed intention of the parties hereto, both the Permittee and the City, that the indemnity provided for in this paragraph is indemnity by Permittee to indemnify and protect the City from the consequences of the City's own negligence, whether that negligence is the sole or a concurring cause of the injury, death, or damage. In the event that any action of proceeding is brought against the City by reason of any of the above, Permittee further agrees and covenants to defend the action or proceeding by legal counsel acceptable to the City. The indemnity provision contained in this paragraph shall survive expiration or earlier termination of the Permittee's reservation agreement.

CATERING AND FOOD SERVICE:

1. Any caterer hired by Permittee assumes all liability and responsibility for sickness, injuries, claims, or suits for damages to person or property of whatever kind or character, whether real or asserted, stemming from issues that the caterer was hired for by the Permittee occurring throughout the term of the reservation, commencing from the reservation of the room arising out of or by reason of the reservation and use of the room.
2. Permittee and guests may bring food and beverages for the event. Permittee and attendees may not cook food at the Facilities. Any spills must be completely cleaned up at the end of the event, or the Permittee or caterer may be charged for such clean up.
3. Prior to any event at which food and beverages will be served, the Permittee must inform the Receptionist at City Hall. A representative of the City of Roysel City will accompany the Permittee on a familiarization tour of the Facilities.

CLEAN UP POLICIES:

1. Clean up shall be defined by the City of Roysel City as cleaned and left in the same or better condition as it was prior to the event. **Permittee must provide necessary materials for clean up.**
2. Permittee is required to perform a walk through after the event with a representative of the City of Roysel City to identify any damage or areas in need of cleaning.
3. Permittee is responsible for general clean up throughout the event, including but not limited to, spills and trash. (Ex: wipe tables with cleaner, vacuum floors, remove trash from property) Clean up includes hallway, restrooms and kitchen, if used.
4. Permittees who decorate with balloons shall be responsible for removing them from the Facilities.
5. Any items not cleaned or any damage will result in some or all of the Deposit/Reservation Fee being forfeited, and may result in additional charges against Permittee depending on the amount of damage.

ALCOHOL BEVERAGES:

1. There is **NO Alcohol Beverages** of any kind (including Beer and Wine) allowed on city facility/property.

OBJECTIONAL CONDUCT:

1. Any person whose conduct is disorderly or disruptive in any of the following respects should be removed from the premises:
 - Intoxication or any liquor violation (minor consumption, minor possession, etc.)
 - Use of abusive, indecent, profane, or vulgar language
 - Making offensive displays
 - Abusing or threatening another person in an obviously offensive manner
 - Making unreasonably loud noise
 - Fighting with another person
 - Theft or Vandalism
2. Any of the above conduct may result in loss of Permittee's Deposit/Reservation and may prevent permittee from future use of the Facility.

FIRE SECURITY:

1. The City of Royse City enforces the 2006 National Fire Code for all events.
2. Regular exit doors, emergency doors, corridors, walkways, and fire extinguishers shall not be blocked.

CURFEW

1. The City of Royse City Curfew Ordinance will be enforced for all minors.

GENERAL INFORMATION:

1. ***Confetti and/or glitter are prohibited.*** No decorative or other materials shall be taped, nailed, tacked, screwed, or otherwise physically attached to any walls, tables, ceilings, or floors. No fog machines, rice, sand, or sawdust are permitted on the premises.
2. Permittee, by the acceptance of the room reservation, assumes all liability and responsibility for sickness, injuries, claims, or suits for damages to person or property of whatever kind or character, whether real or asserted, stemming from issues that the caterer was hired for by the Permittee occurring throughout the term of the reservation, commencing from the reservation of the room arising out of or by reason of the reservation and use of the room.
3. Smoking is not permitted in any City Facilities.
4. Animals of any kind are not permitted in Facilities with the exception of assist dogs trained and in service to a physically impaired or challenged person and police dogs that are part of the City of Royse City K-9 Unit.
5. Individuals or groups renting Facilities need to be aware that Facilities is a multi-use facility where several events could be scheduled concurrently in different parts of the Facilities. Permittees and their guests can only use the room(s) that the Permittee has rented.

6. The City of Royse City shall assume no responsibility for any property placed on or in its Facilities and is released from any and all liability for loss, injury, or damage to persons or property that may be sustained by the use or occupancy of Facilities.
7. The City is not responsible for any property left on the premises. All property of the Permittee, caterer or guests needs to be removed by the end of the rental period unless prior arrangements have been made with the City of Royse City. Any property remaining on Facilities premises deemed abandoned by the Permittee and will be disposed of.
8. The Permittee assumes all responsibility for all damages to Facilities, property, furniture, and/or equipment provided by the City of Royse City to the Permittee. Damage incurred during an event will result in the loss of all or part of the Permittee's Deposit/Reservation Fee, and could result in additional charges depending on amount of damage. Damage may jeopardize the Permittee's ability to reserve any of the City's Facilities in the future. The Permittee must notify the City of Royse City by leaving a message on the main delivery extension before 8am the next day (972-636-2250). Failure to do so shall result in the presumption that any damage found at the end of the rental period resulted from the Permittee's use of Facilities. Reference facility check for additional responsibilities.
9. All groups or individuals using Facilities shall comply with all laws, including federal, state, and local laws. These laws shall include all City ordinances and all regulations of the city and its departments, which may in any way affect the rental or use of Facilities.
10. Discrimination against any person(s) with regard to race, color, religion, sex, national origin, age, or disability by any group or individual renting the Facilities is prohibited.
11. No groups or individuals shall schedule an event having larger attendance than the established occupancy limit of the area rented.
12. Permittee shall be responsible for setting up and taking down all tables and chairs. No tables, chairs, equipment or an city property shall be removed from the Facilities at any time.
13. No portion of the sidewalk, entries, plaza walkway, passages, doors, aisles, vestibules, or other ways of access on Facilities premises is permitted to be obstructed, nor can any windows or lighting fixtures be obscured.
14. No Permittee may solicit or collect donations at Facilities without prior written approval of the City.
15. The Permittee indemnifies the City and holds harmless from any neglect or misconduct on the part of the Permittee, its agents, servants, and employees.
16. Unless expressly stated to the contrary in these Policies, a violation of these Policies shall result in the forfeiture of any deposit and/or fee paid for a facility reservation and jeopardizes the Permittee's ability to reserve any of the City's Facilities in the future. Furthermore, nothing contained in these Policies shall be

construed to limit the City's remedies to recover damages for violations of the policy.

I have read and received a copy of the City of Royse City Deposit/Reservation and Rental Policies for the Facilities. I agree to abide by all terms and conditions set forth herein.

Printed Name of Permittee: _____

Signature of Permittee: _____

Date: _____

Printed Name of Employee: _____

City Employee Signature: _____

Date: _____