

## HARKER HEIGHTS ACTIVITIES CENTER MEETING ROOM POLICY

400 Indian Trail, Harker Heights, TX 76548 | Phone: 254-953-5493

**Activities Center Office Hours:** By Appointment Only

**Reservation Hours:**

Mondays & Fridays, 9:00 am – 5:00 pm  
 Tuesdays – Thursdays, 9:00 am – 7:00 pm  
 Saturdays, 10:00 am – 5:00 pm

### GENERAL GUIDELINES

This policy establishes guidelines and procedures for the use of the Activities Center. The Activities Center rooms are primarily for the use of City of Harker Heights functions. Civic organizations, government entities, non-profits, businesses, and community programs supporting Harker Heights are eligible to rent the rooms when they are available for activities such as meetings, retreats, trainings, workshops, conferences, interviews, fundraisers and displays. We do not currently reserve for private functions.

All uses of the meeting rooms must comply with all City, County, State, and Federal Laws.

Use of the meeting room does not constitute endorsement by the City of Harker Heights. No advertisement or announcement implying such endorsement will be permitted. The Activities Center Staff is responsible for implementing this policy.

### RESERVATIONS

1. Reservations will be made on a first-come, first serve basis and will be coordinated by the Activities Center Staff by appointment only.
2. All groups utilizing the meeting room must fill out a Reservation and Use Agreement Form. Individuals reserving the room on behalf of a group must be at least 18 years of age. Priority will be given to City functions. **If a City of Harker Heights department needs a particular room, then that need will take priority over the previous reservation.**
3. Reservations will be made when the reservation form has been signed, any applicable fees and deposits have been paid, and required meeting has been held with the main contact person and the Activities Center Staff.
4. Reservations for rentals of rooms during Monday – Friday from 8:00 am – 5:00 pm must be made at least **THREE WORKING DAYS** prior to the event. Reservations for rentals of rooms outside of these days and hours must be made at least **FIVE WORKING DAYS** prior to the event.
5. There are no long-term rental agreements in the Activities Center. A group may make two reservations at a time and at the beginning of the second reservation, reserve two additional dates.
6. Reservations should include required time for set up and clean up.
7. **Fees and deposit for meeting room use must be paid at the time the reservation is made.**
8. The Harker Heights Activities Center accepts exact cash, check, money order, or credit card. Reservations made three working days require exact cash, money order, or credit card.
9. All cancellations must be made 48 hours in advance of event to be considered for a full refund. Refunds will be issued at the discretion of the Activities Center Staff based on the nature of cancellation. Fees will be refunded for reservations cancelled by the City due to circumstances beyond the renters' control.

The individual making the reservation, third parties, as well as the group, will be held responsible for any and all damages that occur as a result of the use of the facility. The individual who fills out the agreement or his/her designee must be present throughout the entire duration of the rental.

Entity	Room A	Room B	Room C	Media Equipment
<b>Capacity</b>	Up to 200*	Up to 4*	Up to 30*	By request
	2,600 sq ft	100 sq ft	625 sq ft	
<b>Deposit</b>	\$200 refundable deposit required on all room rentals			
Military & Non-Profit Organizations <small>(Paperwork identifying Tax ID # Required)</small>	\$50/hr.	\$15/hr	\$25/hr.	Free
For Profit Businesses	\$75/hr.	\$30/hr	\$40/hr.	Free

\*indicates maximum occupancy as a banquet/classroom setting.

## CARE AND USE OF FACILITIES

1. Groups will be responsible for their own **set up and clean up**.
2. At the conclusion of the reservation groups do not have to take down tables and chairs, but these must be **wiped down and cleaned**.
3. **No overnight storage** areas are provided.
4. **No attachment** may be made to the interior or exterior walls, doors, windows, furniture, or equipment.
5. **Refreshments** may be served; however, all food items beverages, trash, dishes, and utensils must be removed at the conclusion of the event. Grease or oil shall not be disposed of in sinks, floor drains, connections to sewer, or outside grounds. There is no additional fee to use the kitchen. Food and beverage may be supplied by the user, or catering services may be coordinated. Both are the user's responsibility.
6. Events must be **confined to the inner space of the meeting room** and cannot run over into a public area or lobby.
7. The following are prohibited materials: tobacco products, lit candles, straw, hay, sand, glitter, confetti, rice, sequins, and artificial snow.
8. Reservations on **Mondays and Fridays** should be scheduled to begin no earlier than **9:00 AM and conclude no later than 5:00 PM**. Reservations on **Tuesdays – Thursdays** should be scheduled to begin no earlier than **9:00 AM and conclude no later than 7:00 PM**. Reservations for Saturdays should be scheduled to begin no earlier than **10:00 AM and conclude no later than 5:00 PM**. Reservations cannot exceed seven (7) hours.
9. Reservations must be made within a six-month timeframe. Reservations cannot be made over six months in advance.
10. All appliances and equipment used should be turned off and returned to media stations.
11. No fire exits, exit signs or air system inlets or outlets may be blocked at any time.
12. **No vehicles are permitted on the walkways or terrace areas**. Loading and unloading must be from the kitchen or parking lot areas. Vehicles may not permanently park in the kitchen loading area. Vehicles left unattended in fire lanes or loading areas will be towed at owner's expense.
13. Media set up is the responsibility of the renter. A media meeting will be held with Activities Center Staff and renter prior to the reservation to show media usage.
14. The main contact person for the group must be in attendance for the entire duration of reservation. In the event that the contact person cannot attend, the contact person's designee will become the main contact. This individual will be required to meet with Activities Center Staff prior to the reservation.
15. Reservations cannot involve the exchange of money on the property (such as ticket sales, the selling or purchasing of items and/or services, etc.).

## REFUNDS

1. \$200 deposit is refundable based on the condition of building after event and compliance of reserved time. Refunds are returned as a check within 2-3 weeks after event.
2. Renters must leave the rented area by the end of the reserved time. One dollar per minute over the end of the reserved time will be deducted from the deposit.
3. Cost of damages will be assessed at the end of event and invoiced within 5 business days. This cost will be deducted from the deposit.

## CLEAN-UP EXPECTATIONS

1. All tables & chairs cleaned and wiped down.
2. Floor free of spills, debris, and food. Floor must be swept and spot mopped.
3. All media equipment returned to media stations.
4. All personal items removed.
5. All trash taken out to dumpster.
6. Countertops & sinks in room free of debris, food, and wiped down.
7. Room free of any damages.
8. All touch surfaces to include door handles wiped down.

Permission to use the meeting room may be withheld from groups failing to comply with the Activities Center Policy and from any group who damages the room, carpet, equipment, or furniture or causes a disturbance.

This reservation policy will be reviewed periodically to determine its effectiveness.

### HARKER HEIGHTS ACTIVITIES CENTER MEETING ROOM RESERVATION AND USE AGREEMENT

Name of Group: \_\_\_\_\_  
 Group Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person for Group: \_\_\_\_\_  
 Contact Person Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person's Designee: \_\_\_\_\_  
 Contact Designee Address: \_\_\_\_\_  
 Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_ **Time of Reservation:** \_\_\_\_\_ **to** \_\_\_\_\_  
*\*to include set up and clean up*

Nature of Meeting/Program: \_\_\_\_\_ Room(s): \_\_\_\_\_

Number of People Expected to Attend: \_\_\_\_\_ Number of Tables & Chairs: \_\_\_\_\_

Equipment Needs & Special Instructions:  Projector (Room A&C)  Mic (Room A)  Podium  
 White Board  Sound  Easel  TV

Deposit Options:  Return after event  Return at the end of quarter

Deposit Payable to: \_\_\_\_\_

I have read the policy for use of the meeting room and agree to be responsible for adhering to all rules and regulations and informing members of my group. I agree to be financially responsible for any cleaning or repair costs the City incurs after the use of the meeting room.

I understand that the Activities Center rooms are primarily for the use of City of Harker Heights functions. **If a City of Harker Heights department needs a particular room, then that need will take priority over the previous reservation.**

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Office Use Only**

Confirmed by Staff Member: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Fee Charged: yes no Rate: \_\_\_\_\_ Room Rental Amount \_\_\_\_\_

Deposit date: \$200 \_\_\_\_/\_\_\_\_/\_\_\_\_ Payment Method \_\_\_\_\_

Non-profit Tax ID (if applicable): \_\_\_\_\_ Receipt number: \_\_\_\_\_

Refund Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Refund Amount: \_\_\_\_\_ Reason: \_\_\_\_\_

E-mail Confirmation: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ E-mail Reminder: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Meeting Date: \_\_\_\_\_ Media Meeting Date: \_\_\_\_\_