

City of Temple
Parks and Recreation Department
Sammons Community Center Rental Rules and Regulations

1. Sammons Community Center is open Monday through Friday from 8:00am – 5:00pm. Reservations can be made with Sammons Community Center staff at the center during normal business hours. The Facility can be rented between 8:00a.m.and 12:00 midnight. All rentals not requiring Security, must be a minimum of two (2) hours. All rentals requiring Security, must be a minimum of three (3) hours. Rental times are in consecutive, hourly increments. The times on the Permit Holder permit include the set up, tear down, and cleaning time. An attendant will be on duty during the designated hours of the rental permit.
2. Smoking in the facility is prohibited at all times.
3. The use of candles must be coordinated through the center Manager. All open flames will follow the City of Temple Fire Marshall's open flame policy. Battery operated flames are encouraged.
4. Individual(s) renting the facility are responsible for controlling the behavior of their guests at the facility during the rental session.
5. The Permit Holders of the facility will leave the premises as they found it; meaning decorations, food, etc, need to be cleaned up. All trash will need to be placed in the provided containers in your rental room. No alterations, or modifications of any kind are to be made to any part of the center.
6. Decorations are permitted on the tables and chairs only; scotch or masking tape can be used but must be completely removed during clean up. Please no glue, nails, screws, etc. Glitter and confetti are prohibited at all times.
7. The facility must be cleaned and vacated by the Permit Holders at stated ending time on the permit. The parking lot and the immediate facility area are considered part of the facility and must be free from litter.
8. The rental fee and the required deposit of \$100.00 are due in full at the time of the reservation. Fees may be paid by cash, MasterCard/Visa, Discover, or a check payable to the City of Temple. See chart below for current rental rates.
9. The deposit will be returned to the Permit Holder in approximately 2 to 3 weeks after the rental, contingent upon the facility being left in the same condition in which it was rented. The attendant on duty and the Permit Holder will conduct a walk-through of the rental area following the completion of the rental to determine that the rental area is left in satisfactory condition.
10. Reservations can be made up to 12 months ahead of rental date or as soon as 10 business days before desired time. Cancellations must be made within two weeks of the rental date for a full refund less 10%. Cancellations 6 days to 13 days will receive half the rental rate Cancellations 10 business days or less will not be refunded.
11. All activities and persons (including children) are restricted to the area that was rented. All other rooms and equipment are off limits.
12. For all events serving alcohol, having live music, dance, a D. J., or having a teen event, Security Officer/s will be required. This will be off-duty City of Temple Police Officer/s. The facility

Manager will make the appropriate arrangements with the Temple Police Department. The Police Department will determine the number of Officer/s needed. The Officer/s will be paid in cash by the Permit Holder at the beginning of the event. The Officer/s on duty, at his/her discretion, can call for additional officers if deemed necessary. Permit Holder _____ Sammons Staff _____

13. The cost per hour is determined by the Temple Police Department and is separate from the rental and deposit fees. If more officers are called to duty, the Permit Holder will be required to pay for the additional officer/s. Security requires a minimum of 10 days' notice and a minimum of 3 hours per event. If an event goes past the scheduled time on the permit, that the Officer/s that the Permit Holder is responsible for paying for the Officers the extra time before they leave the premises.

Permit Holder _____ Sammons Staff _____

14. 12:00 midnight is the deadline to have the facility and outside premises cleaned and vacated.

15. Renter agrees to do the Post Event Walk Through before they vacate the premises and sign the Post Event Walk Through Sheet. In the event that the Permit Holder needs to leave the event prior to conclusion, he/she will make Sammons staff aware of the designee that will complete the walk-through sheet in their place.

16. The use of the outside deck (set up as is) can be used with the rental of the Jack Morris Ballroom.

17. Failure to adhere to any of these procedures will be grounds for the forfeiture of part or all the security deposit and the right to use the facility in the future.

I have read, understand, and agree to all the above.

Permit Holder signature Date

City of Temple – Sammons Community Center staff signature Date

	Group 1	Group 2	Group 3
Deposit	\$100.00	\$100.00	\$100.00
Facility (rental rooms)	\$150.00	\$135.00	\$115.00
Morris Ballroom	\$100.00	\$90.00	\$75.00
Multi Purpose Room	\$85.00	\$75.00	\$60.00
Lakeview Room	\$85.00	\$75.00	\$60.00
Wilson Room	\$45.00	\$40.00	\$35.00

Group 1 – General Rental – General Public Renters, Corporations, Families, Weddings, Celebrations.

Group 2 – Non-Profit – A Non-Profit organization with a certificate showing 501 C 3 status.

Group 3 – Youth Teams / Youth Clubs. Youth Groups, Church Youth, Youth Sports Team

Emergency Numbers

254-290-9531

254-493-72

