

Community Building and Scout House Rental Policies Quick Guide

Thank you for choosing the City of West University Place to conduct your function. In order to ensure that the experience fulfills yours and your guests' expectations, we have prepared this quick guide to outline some of the City's facility rental policies, rules and procedures. Please take a few moments to review this document. Should you have any questions or concerns, please allow us the opportunity to address them during the reservation process.

A Rental Caretaker will be assigned to your function and remain on site from the beginning to the end of your reservation. This individual is responsible for ensuring that the facility is opened on time, ensuring that all mechanical and electrical systems are functioning properly, assisting you during the course of your rental with various housekeeping and informational matters and securing the facility at the conclusion of your function.

Please review the following rules and regulations:

COVID-19: I understand that COVID-19 is an extremely contagious disease that can lead to severe illness and death. An inherent risk of exposure exists in any public place where people are present. By participating in the activity, event or use I am signing up for, I voluntarily assume all risks related to exposure to COVID-19 for myself and my guests. As the renter, I understand that I am responsible for all guests following all current COVID-19 health and safety protocols including but not limited to, social distancing and wearing of face coverings per CDC recommendations <https://www.cdc.gov/coronavirus>

Cancellation Policy: A cancellation fee of \$50 will be charged if the applicant cancels the reservation at least 14 days before the event, and the remainder of the rental fee will be credited to the applicant's account for future use. If the applicant cancels the event with less than 14 days notice, no refunds will be issued.

Tables and chairs must be CLEANED and put back where they were taken from and in an orderly fashion.

If serving food table clothes **must be used**. If you have not brought this item with you, white table clothes will be provided to you at a cost of \$29. This must be paid on the day of the rental in cash or check.

City ordinance states that all rentals must be out of the facility by Midnight. This rule is firm and non-negotiable if renting until this time. This means the facility must be cleaned and the lights out at midnight.

City ordinance states that the sound decibel must not exceed an unreasonable level as to be considered disturbing to neighbors and a violation of [Article II Sec. 54-39. Code 2098](#).

The Scout House doors must remain closed after 7 p.m. Monday - Friday and 5 p.m. Saturday and Sunday. DJ dance parties or parties with music from a loud speaker must adhere to residential quiet hour (after 7 p.m. Monday—Friday and 5 p.m. Saturday and Sunday) standards.

No parking or unloading in the neighbor's brick driveway adjacent to the Scout House.

No helium balloons in any rooms with ceiling fans. Any balloons at the Scout House MUST be weighted.

Nothing is to be taped, pinned or fastened to the walls in any other manner. They may use sticky tack only on windows, doors or the stage floor. You may pin or tape items to the sound proofing wall in the Auditorium/Scout House. PLEASE NO TAPE ON THE TABLES!

Alcohol may be brought into the Community Building only! You must have a signed application and paid the \$50 fee. Absolutely NO alcohol can be served or on the premises of the Scout House. Your party will be shut down in the event staff members see this occurring.

Rules and Regulations Continued:

No pets or glass containers allowed.

All children's parties must have a 1:10 adult to child ratio.

No dragging of chairs and tables. Please LIFT AND CARRY this equipment while setting up and putting away.

No open flame, sparklers or other means of fire, with the exception of birthday candles.

Confetti, glow sticks/bracelets and bubble and foam machines are prohibited.

Trash cans need to be placed in or near the kitchen after the rental to allow for the janitorial crew to remove and empty them when they are cleaning.

I understand I will need to tidy up after my event, in case there is another rental following my rental.

Contact Information

Police Communications	713.662.5850	
Toby Brooks - Senior Services Manager	713.662.5897	tbrooks@westutx.gov
Patricia Noren - Senior Services Program Specialist	713.662.5896	pnoren@westutx.gov

Agreement

I _____ have read and agreed to follow these rules and guidelines.

Signature _____ Date _____

