

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.

Helpful Tips

We provide you with tables and chairs, however you are responsible for set up and take down. Please allow yourself enough time at both the beginning and end of your rental. Example, if your party begins at 2 PM, and your booked reservation is for 2 PM, and your guests arrive at 2 PM, and nothing is set up. That is a problem. You may book in half hour increments. Your rental caretaker will be on hand for the entirety. They will un-lock and lock the doors for you. In the case that your rental caretaker does not show up, please give the caretaker 5 minutes, and then go to PD Dispatch at 3800 University. PD will then call Michelle or Patricia and they will solve the issue. PD will confirm your reservation and give you the key so you can get started with your event.

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.

Wifi

There is Wi-Fi located at the Scout House and the Community Building

Fee Schedule

Please review the fee schedule on the next page. All rates are hourly with a 2 hour minimum unless otherwise noted.

Community Building	
Kitchen (Resident)	\$30 (Flat Fee)
Kitchen (Non-resident w/ resident sponsor)	\$45 (Flat fee)
Auditorium (Resident)	\$80
Auditorium (Non-resident w/resident sponsor)	\$110
John Neighbors Senior Room	\$80
John Neighbors Senior Room	\$110
Activity Room	\$50
Activity Room	\$70
Meeting Room	\$50
Meeting Room	\$70
Scout House	
Resident	\$80
Non-resident w/resident sponsor	\$110
Other Fees	
Admin Fee	\$55 (Flat fee)
Security Deposit: Required for ALL rentals	\$200 (Flat fee)
Alcohol Permit Admin Fee	\$50 (Per event)
Alcohol Security Deposit	\$300 (per event)

Rules and Regulations

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

If serving food, table cloths **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 lights out by **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.

No pets or glass containers allowed.

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

Rules and Regulations Continued

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	
Michelle Blunt - Senior Services Manager	713.662.5897	mblunt@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 _____

