

Town of Double Oak

Reservation Request

Deposit/Fee per Calendar Date:

Reservation includes 0-50 people\$50.00

Reservation includes 51+ people\$100.00

Non-refundable Use Fees apply \$25 / hour
to private parties of 51+ people**Per hour fee (commercial use).. \$25/hr****Resident Making Reservation:** _____**Group Sponsored** (if applicable): _____

Resident Address: _____ Phone: _____

Email Address: _____

Type of Event: _____

Estimate Number Attending: _____ Recurring use? (How often): _____

Reserve Dates (first choice): _____ (second choice): _____

Plan to Serve Alcohol (circle one): Yes No

Reviewed by: Chief of Police, Double Oak

Will / Will not require
on-site police presence.

Start Time of Event: _____ End Time of Event: : _____

Estimate Set-up/Clean-up Time needed: _____ hrs.

**The Resident making this reservation is responsible
for all clean-up (including kitchenette) immediately following event.**

Special Requests (equipment, time extensions, etc): _____

_____ (Continue on back)

Terms and conditions: Reservation must be sponsored by at least one Double Oak town resident (hereafter called "sponsor.") Use, purpose or activity must not conflict with local, county or state law. Sponsor is responsible for all equipment and facilities used. Sponsor is required to restore all equipment and facilities to original cleanliness and order as defined by Reservation Policies, Rules and Regulations. In the event of scheduling conflicts, any official function of the **Town** or the **Town Council** will take priority. A Reservation Request should be submitted at least **3 days** and no more than **6 months** in advance to the Town Secretary. Request for reoccurring uses should be submitted no more than **1 month** in advance. **Scouting organizations may reserve the facility on a quarterly basis.** The **Town of Double Oak** reserves the right to deny space to any group for any reason without notice. The Town accepts no liability or responsibility for any damage to persons or property arising from the use of the Town Hall building, grounds or equipment. By executing this document, the resident agrees to all terms and conditions included in the Reservation Policies, Rules and Regulations, and this Reservation Request Form.

Signature of Resident_____
Date

Secretary Approval: _____ Date _____

Reservation Deposit Fee: \$ _____ Date Pd. _____ Check No. _____

Additional Fees assigned: \$ _____ Date Pd. _____ Check No./Cash: _____

Key Code Issued: _____ Date Issued: _____ Receipt No. _____**Reservation Deposit Refunded** (Date): _____

If not, why? _____

Office Use Only:

Dates Reserved _____

Total Charges \$ _____

Copy Provided _____

Town of Double Oak

RESERVATION POLICIES



General Overview: Community Facility, Building and Equipment Use

The Town Hall building, its grounds and equipment are dedicated for the official use of the Town of Double Oak, for use of residents of the Town of Double Oak, and for group activities sponsored by a resident of the Town of Double Oak. The intended use of the facility must be in basic agreement with the **Rules and Regulations** as put forward by these Reservation Policies, and with local, county and state law. Use of the Town Hall facility and its grounds by residents is welcomed when scheduled in advance through the Town Secretary.

Reservations will be made on a first come, first served basis. For all building, room or grounds uses, a Double Oak resident must submit a completed **Reservation Request** with time enough that proper approval can be obtained and the calendar date scheduled. Reservations may be made during normal business hours at the Town Secretary's office in person, at least **3 days** and no more than **6 months** in advance of the event. Reoccurring reservations will be accepted no more than **1 month** in advance. **Scouting organizations may reserve the facility on a quarterly basis.** A \$50 deposit fee is charged to parties of up to 50 individuals. A \$100 deposit fee is charged to parties of 51 or more individuals. Payment of deposit fees shall occur within three (3) days of making the reservation. Following the reservation date, if there are no damages and all areas have been cleaned, the deposit is refunded.

The Town of Double Oak reserves the right to assess both usual and additional fees based upon number of guests, amount of area/facilities requested and amount of time to be used. Facility Use Fees of \$25 per hour may be assessed to private parties of 51 or more individuals in addition to deposit fees. Use Fees are non-refundable.

The requesting resident, or group through its resident sponsor, will be held accountable for cleaning up and returning the room to its original condition. The resident making the reservation should be present at the time of the scheduled activity, and will personally be liable for any and all damages that might occur. If the room is not left in satisfactory condition, a call will be made to the resident in charge. If swift action is not taken to correct the situation, the Town reserves the right to retain the deposit fee and to fine the resident whatever amount it will cost to pay for cleaning and/or repairs.

Set-up and arrangement of furniture, as well as clearing of the room following a meeting or activity, is the responsibility of the person making the reservation. No physical changes are allowed except for rearrangement of the furniture. Exhibits and items already on display at Town Hall should not be disturbed. No additional furniture or equipment other than that provided by the Town shall be utilized without prior approval. A request to use Town equipment and a list of non-Town or additional equipment should be submitted for consideration at the time the reservation is made. Equipment requiring voltage other than 110 volts will not be permitted. Personal effects, supplies or equipment may not be stored or left in the facility after use.

Failure to comply with the Rules and Regulations may result in the forfeiture of deposit, an interruption of current activity and suspension of future privileges. Charges will be levied for any damage based upon actual repair or replacement costs. Applications may be rejected and previously granted permission withdrawn for violation of the Reservation Policies and Rules and Regulations.

The Town accepts no liability or responsibility for any damage to persons or property arising from the use of the Town Hall building, grounds or equipment.

FOR PROFIT AND COMMERCIAL USE MUST PAY A RENTAL FEE OF \$25.00 PER HOUR

I have received and understand these Reservation Policies

Signature of Resident

Reservation Policies



RULES AND REGULATIONS

1. A completed Reservation Request should be submitted to the Town Secretary at least 3 days and no more than 6 months in advance of the reservation date.
2. Deposits shall be made to the Town secretary within 3 days of submitting the Reservation Request (and at least 3 days prior to the reserved date).
3. Deposit fees cover facility reservations from 2 hours to 6 hours per single calendar day. 'Calendar day' shall be defined for any event as beginning no earlier than 8:00 a.m. (including set-up), and ending no later than midnight. All cleanup activities must be accomplished and the building vacated and locked by 1:00 a.m. No "Lock-ins" or "sleepovers" can be accommodated.
Note: Arriving and leaving at your scheduled time is very important. Another party or use of the facility may be scheduled immediately following your reserved time.
4. A cancellation fee equal to 50% of the deposit will be charged for a reservation cancelled within 7 days of the scheduled event. Cancellation of an outdoor reservation due to inclement weather may be rescheduled. No refunds will be given for notices of cancellation after the date of the reservation.
5. The Town reserves the right to cancel a reservation at any time if policies, rules and regulations are not followed, or conditions so warrant. Cancellation by the Town may result in the loss of all deposit fees.
6. The Town reserves the right to deny the use of the Community Room to any group, organization or individual who misuses, abuses or damages same.
7. The resident or group reserving the facility is responsible for all damages to the facility and/or equipment that occur as a result of the reservation. Failure to pay fees for damaged property will result in the loss of future reservation privileges and possible legal recourse. The resident also will be held responsible for all costs of collection should failure to pay fees for cleaning or damages occur.
8. The maximum indoor facility capacity is 100 people (no tables or chairs) or 90 people (with tables and chairs), according to fire code regulations. It is recommended that the resident making the reservation discuss the nature of the event with the Town Secretary and closely estimate expected attendance on the Reservation Request form. The Double Oak resident making the reservation shall be responsible for all violations of the fire code that are enforced.
9. Plans for special activities including bounce houses, dunking booths, amplified sound, etc. must be cleared with the Town Secretary and Double Oak Police Department.
10. The resident who makes the reservation must remain on site at all times throughout the rental. Failure to remain on site may result in the loss of future reservation privileges.
11. An adult resident must be present at all times and is responsible for the conduct of their guests. A minimum of one chaperone of at least 21 years of age is required for every 10 guests under the age of 21. Chaperones must be present at the facility before it is opened for the activities and must remain throughout the entire function. All individuals present during the reservation activity must comply with applicable rules, ordinances and laws. Failure to comply may result in denial of any subsequent use of the facilities and/or forfeiture of reservation fees. All rules concerning cleaning and damage apply.
12. Should alcoholic beverages be served at any function with attendance greater than 25 people or with juveniles present, the resident or group reserving the facility may be required to provide for the off-duty employment of a Double Oak Police Officer, as determined by the Chief of Police.
13. No alcoholic beverages may be sold inside the Town Hall facility, parking lot or park area without proper permitting.
14. No tobacco or smoking is allowed inside the Town Hall facility.
15. No gambling for money is allowed inside the Town Hall facility.
16. No gasoline, flammable materials, open flames, smoke or fog machines are allowed in the Town Hall facility.

17. Normal and adequate lighting shall be maintained at all times during functions to provide for the safety of participants.
18. All emergency exits must be kept clear.

Furnishings and Equipment:

19. Display stands and bulletin boards are recommended for use, to help maintain the appearance of the walls and woodwork. Please do not use nails, permanent (scotch) tape or tacks to hang posters, signs or banners on the walls or ceilings of the Town Hall rooms. If non-permanent tape, adhesive or decorator putty is used to hold decorations, it must be completely removed from all surfaces.
20. Outside use of all chairs, tables, etc. normally is not allowed. However, special requests for outdoor use may be submitted on the Reservation Request form, and turned in to Town Hall for consideration. If use is approved, pre and post-condition checks of the equipment will be made, and the group through its sponsor will be responsible to pay for any damages.
21. No eating utensils, tablecloths, office supplies or any other supplies or equipment are provided by the Town, unless as stated herein. The resident or resident sponsor is responsible for providing all supplies as needed.
22. Please do not slide any furniture, tables or chairs, or allow children to push each other on chairs. Do not allow anyone to sit on tables.

Before Leaving:

23. The resident or resident sponsors is responsible for all set up and clean up as required before and after the reservation, but within the allotted reservation time.
24. Facilities must be left in good, clean condition when the activity is complete. The meeting room is to be left in the same condition it was found.
25. All equipment and decorations must be removed at the end of the reservation.
26. All equipment, tables, chairs, display boards, etc. need to be put back in their proper places when the reservation is complete.
27. All trash must be bagged and removed from the facility following the reservation. Outside containers are located at the east side of Town Hall. Area should be left clean for the next party. (A broom, mop, vacuum cleaner and cleaning supplies are available).
28. The Exit Checklist provided by the Town Hall Secretary must be completed and left behind upon exiting the building.
29. All lights must be turned off and all doors relocked prior to leaving the Town Hall grounds.



Double Oak Community Facility Exit Checklist

To ensure that the facility is ready and available for its next use, follow this checklist as you prepare to leave the Town Hall after your reservation time.

- ☐ Decorations and adhesives have been removed from all surfaces.
- ☐ All equipment, tables and chairs have been returned to their proper places.
- ☐ Trash has been bagged and removed from the facility. (Outside containers are located at the east side of Town Hall).
- ☐ All floors and surfaces have been swept or wiped clean.
- ☐ Kitchenette and kitchen appliances are clean and returned to their original condition.
- ☐ Restrooms are clean and restored to their original condition. All waste has been removed.
- ☐ All personal equipment, utensils and supplies have been removed from the facility.
- ☐ Brooms, mops, vacuum cleaners have been returned to their storage locations.
- ☐ All lights, heat, a/c have been turned off.
- ☐ For after-hours reservations, all doors have been relocked.

Please sign this checklist and leave it behind as you depart.

Responsible party

Thank you for using the community facility and for your efforts to keep it clean and available for everyone in Double Oak!

