

Pre- Lease Information: Rules and Regulations

Schertz Rental Facilities

1400 Schertz Parkway Schertz, Texas 78154

Phone: (210) 619-1611 Fax: (210) 619-1619

This information is not the lease agreement

1. **Signed Agreements** (State Law: Lessee must be at least 18 years old to enter into a contract.)

A Facility Lease Agreement must be completed at the time you are reserving the facility. Signed agreements are legal and binding. Please be sure you have read and fully understand all terms stated in any agreement prior to signing. The person signing the contract is solely responsible for the facility being rented.

2. **Event Security**

Schertz police officers are required for events where alcohol is present, body count exceeds 150 people, Lessee is within 18-20 years of age, or as the Police Chief deems necessary. The cost for security is a minimum of four (4) hours at twenty five dollars (\$25) per hour per officer. The contract will be submitted to the police department for review. You will be notified by phone as to when the officer(s) will arrive and the cost of security for your event. Security must be paid (in cash) to the police department no later than five (5) working days prior to the function.

3. **Starting and ending times/ Additional event hours**

Beginning time is when Lessee is contracted to enter the building. Ending time is when Lessee and all attendees along with personal items and equipment brought to the event facility have vacated entirely from the building. Please remember, you will only have access to the room(s) you have rented. If you decide to occupy a room in the Civic Center that you have not rented, even if the space is vacant at that time, we will assume you would like to rent that space as well. **Evening functions **must end no later than 12:00 am and building vacated completely by 1:00 am.*** (A \$75.00 per hour charge will be subtracted from the security deposit if event runs past the allotted time. Time required to set up and clean will count as rental time. Lessee of the rental facility along with an employee of the city must perform a pre and post-inspection of the facility.

SETUP DAY BEFORE EVENT? If you are renting the Ballroom and it is available the day prior to your function, (Saturdays are excluded from the discounted setup rate), it can be rented at a discounted rate of \$250.00 for a four (4) hour time block. Any time longer than the designated four (4) hours will be charged an additional \$50 per hour. Since this rate is already at a discount, the non-profit discount does not apply. Other stipulations may apply.

4. **Tables/ Chairs/ Decorations**

These rental facilities are equipped with round tables (60" diameter) and 6' x 2.5' rectangular tables at no additional charge. Lessee must discuss room set-up and decoration plans with Schertz Civic Center staff. Lessee must abide by decoration guidelines set forth at the time agreement is signed. **ARRANGEMENT DIAGRAMS MUST BE TURNED IN NO LATER THAN thirty (30) DAYS PRIOR TO THE FUNCTION.**

5. **Deposits/ Rental fees/ Additional charges/ Cancellations**

An initial security/cancellation/damage deposit, separate from the rental fee, is required to place a hold on the room(s) to be rented for your event. Following the event, if there are no damages to the rental facility or property and cleanup requirements are met, the deposit will be mailed back to the individual who signed the contract within three (3) weeks after the event. Rental fees must be paid in full no later than thirty (30) days prior to the function. Any request less than thirty (30) days prior to the function will be at the discretion of the City. **CANCELLATION BY LESSEE:** All cancellations of contracted events must be submitted to the Civic Center in writing. Deposits paid upon rental reservation of the Schertz Ballroom will be forfeited if an event is cancelled within 90 days of the event. Deposits paid upon rental reservation of the Bluebonnet Room, Community Center Central and Community Center North will be forfeited if an event is cancelled within 30 days of the event. Any cancellation made less than 10 working days prior to an event in any City of Schertz facility will forfeit all rental payments.

RENTAL RATES AND CHARGES

CIVIC CENTER – BLDG 5

GRAND BALLROOM

7,198 sq. ft. 400 guests

<u>Mon-Thur</u>	<u>Fri-Sat</u>	<u>Sun</u>
\$ 500.00	\$1,600.00	\$700.00

CUT-OFF HALL

4,172 sq ft 200 guests

<u>Mon-Thur</u>	<u>Fri-Sat</u>	<u>Sun</u>
\$ 325.00	\$1,600.00	\$700.00

CONFERENCE HALL

3,026 sq ft 175 guests

<u>Mon-Thur</u>	<u>Fri-Sat</u>	<u>Sun</u>
\$ 250.00	NA	NA

BLUEBONNET HALL

2,500 sq ft 125 guests

<u>Mon-Thur</u>	<u>Fri-Sat</u>	<u>Sun</u>
\$ 225.00	\$500.00	\$300.00

NORTH CENTER

2,000 sq ft 100 guests

<u>Mon-Thur</u>	<u>Fri-Sat</u>	<u>Sun</u>
\$ 150.00	\$300.00	\$200.00

SECURITY/CANCELLATION DEPOSIT (The deposit is separate from the rental fee)

GRAND BALLROOM/CUT-OFF HALL: \$ 500.00 DEPOSIT

BLUEBONNET HALL/CONFERENCE HALL /NORTH CENTER: \$ 200.00 DEPOSIT

AUDIOVISUAL SERVICES: \$ 175.00 for 4 hours; \$ 50.00 each additional hour. (A contracted service)

STAGE: \$ 200.00 **DANCE FLOOR:** \$ 200.00 **KITCHEN:** \$75.00 (Bluebonnet Hall only) **ICE** \$15.00

Churches, governmental entities, groups which are classified as 501(c)(3) and civic groups which provide a service to the residents of Schertz will receive a 25% discount on the above rates.

Security, if required, must be provided through the Schertz Police Department.