



RENTAL POLICIES/FACILITY USE REGULATIONS

General

Reservations must be made by telephone or in person with the Parks and Recreation Department for use of the Old City Hall and Senior Activity Center meeting room or the Library for use of the Sachse Library meeting room. Reservations can only be made by City of Sachse residents and must be over 18 years of age. Proof of residency is required. City staff has the final approval in granting facility use for activities and reserves the right, after review to refuse future use to any group, organization or individual exhibiting a lack of regard for the policies stated within this agreement. All activities must be completed by 10:00 p.m. Reservations can only be made when the facility is available. Any exception to these rules must be designated on the "Facility Use Rental Agreement" and must be approved by staff.

Deposits

A deposit will be collected within one business day of the time the reservation is made. Deposits will be refunded if:

- a. Rooms are vacuumed and/or swept and tables/counters are wiped down.
- b. Trash is taken to dumpster.
- c. Tables and chairs are put up and placed in their original place.
- d. The reservation ends on time. All activities must be completed by 10:00 p.m.

Cancellation

In order to receive a full refund for a facility rental, notice must be given no less than two business days prior to the date of the rental. This shall include a full deposit refund. Refunds may be given under special circumstances when two days notice is not given at the discretion of City staff.

Decoration

Confetti or glitter is not permitted. Nothing may be hung or taped on the walls. Any and all decorations must be approved by staff.

Kitchen Use

Use of the kitchen is limited to use of the sink only. You must bring your own utensils, napkins, and cups, etc. The use of the facility kitchen supplies is prohibited. The use of the oven and microwave is prohibited without prior approval from City staff.

Setup/Cleanup

Reservation times must include set-up and clean up time. Each reservation group is required to set up the tables and/or chairs and return them to their original location before departure. Each reservation group is responsible for bringing in their own cleaning supplies and trash bags. The group will be allowed to dispose of trash in the dumpster (located in the facility parking lot). A vacuum will be provided for cleanup after reservations **at the Senior Center**. Each reservation group must vacuum or sweep and clean/wipe all tables, countertops and ovens. All food brought in must be kept on the hard surface and will not be allowed on the carpeted area with the exception of the Old City Hall meeting room.

Music/Noise Level

Activities generating a level of noise that interferes with other areas in use will not be permitted. Music and amplified sound should not be heard in other rooms that are in use within the building.

Library Equipment Use

- An audio/visual projector and screen is provided for groups and/or individuals reserving the library meeting room. Laptops and/or other media devices must be provided by the renter.
- Any organization who uses the equipment to show copyrighted material without proper license will be liable for any copyright infringement.
- There is a deposit required if the library VGA and/or audio cables are checked out.

Alcohol/Tobacco Use

The City of Sachse does not permit alcohol or permit smoking (including e-cigarettes) on or inside city property.

Children/Youth

Adult supervision must be maintained and activities involving minors require a ratio of 1 adult to every 10 children.

Liability

The user is liable for damages occurring during his/her use of the room. The City of Sachse accepts no liability or responsibility for any damage to persons or property arising from the use of the meeting room. Renter is required to be at event at all times.

Rooms Available for Reservation

Rooms available for reservations are as follows (see attached fee schedule for each facility):

- a. Library Meeting Room – this room is available at no cost for regular business meetings, special meetings and programs of Sachse non-profit organizations for a maximum of once per month. Other for profit groups may hold meetings a maximum of 4 times per calendar year based on fees listed below. All reservations in this facility can be held for a maximum of 4 hours per use. Reservations can be booked up to 6 months in advance.
- b. Old City Hall Meeting Room- this room is available at no cost for regular business meetings, special meetings and programs of Sachse non-profit organizations for a maximum of once per month. Other for profit groups may hold meetings a maximum of 4 times per calendar year based on fees listed below. All reservations in this facility can be held for a maximum of 4 hours per use. Reservations can be booked up to 6 months in advance.
- c. Senior Activity Center Multi-Purpose Room – this room is available for regular business meetings, special meetings and programs of Sachse non-profit organizations, as well as showers, receptions, etc. Weekday reservations require a 2 hour minimum rental (Monday-Thursday) and weekend reservations require a 4 hour minimum rental (Friday-Sunday).

Facility	Deposit	Room Rental Fees
Library Meeting Room	\$25/without food served or \$50/with food served \$15/cable VGA/Audio cables	Non-profits - No Rental Fee; Other groups - \$25/rental
Old City Hall Meeting Room	\$25/without food served or \$50/with food served	Non-profits - No Rental Fee; Other groups - \$25/rental
Senior Activity Center Multi-purpose Room	\$100	\$25/hour

*City staff has final approval in granting facility use and reserves the right to address special issues on a case by case basis.