

San Marcos Activity Center Rules and Regulations

Responsibility: Lessee will be held responsible for their guests regarding damage to facility, property, and behavior, as well as following the rules and regulations of the Activity Center.

Rental of the Assembly Rooms/Multi-Purpose Room does not give lessee and guests access to the rest of the facility. All parties interested in other activities such as basketball, swimming, racquetball, etc. during normal hours of operation must check in at the front desk and pay the fees required, show identification, and abide by the rules of the Activity Center. After normal hours of operation, all areas other than the Assembly Rooms/Multi-Purpose Room are restricted from use. **Children must be kept in the area reserved.**

Reservation Fees: All fees must be paid in full 2 weeks prior to the event (Deposit Fee, Use Fee, and Security Fee). All events must end at the time specified in the rental contract. Rental time and fees include time allocated for setup/decorating and after-event cleaning. No extensions of time will be granted on the day of the event. If it is reported that you are in the facility earlier/later than your scheduled time, you will be charged for the additional time.

Security: Any event with 125 or more people and/or any event with alcohol will require security. The Parks and Recreation Department will schedule officers and collect fees 2 weeks prior to the event. Fees for officers will be charged in accordance with the Meet and Confer Contract the officers have with the City of San Marcos. Security is required to be present from the time guests arrive until the time the last person leaves. Additional charges will be applied if security has to stay beyond the designated time.

RULES

1. **Alcohol:** Prior approval must be obtained and alcohol must be kept to the space leased. Guests are not allowed to leave the facility or rooms with open containers. Alcohol is not allowed before security arrives. Alcoholic beverages may not be served by or to anyone under the age of 21. Should any of these things occur, the event will be cancelled and the deposit will be forfeited.

2. **Decorations:** All items must be free standing (nothing stapled, taped, or nailed to the walls or ceilings). If prior approval is obtained, banners that require hanging must be brought to the Activity Center the day before the event for attachment by city staff.

3. Candles or any flame burning device must be contained, enclosed, and securely placed to prevent them from falling over and catching surrounding items on fire.

4. Extension cords must be individually plugged in with no piggy backing.

5. Smoking and vaping are prohibited in city parks, natural areas, city facilities, and on city property.

6. Fire works are prohibited within the city limits of San Marcos. Sparklers and Poppers included.

7. **NO SMOKE MACHINES**

8. **No glitter. No confetti. No sequins. No rice bags. No rose petals. No birdseed.**

9. **No Hay. No hay bales.**

10. **Food Service:** All caterers using any city facility are required to have a catering permit issued by the City of San Marcos Environmental Health Department located at 630 E. Hopkins, San Marcos, Texas. For more information call: 512-393-8440.

11. The service corridor from the kitchen to the assembly rooms is to be used for food service only and cannot be used as a guest entrance and exit.

12. All beverage machines/beer kegs must be placed on a non-drip tray or crate. Please notify staff at time of leasing if your event requires this.

13. Drinks are NOT ALLOWED on the dance floor or stage. **No red beverages (punch, soda, wine, etc.) are allowed at the event. Please be advised that stains on carpet, tables, or chairs can result in forfeiture of deposit.**

14. DJs and bands may have specific electrical needs that must not exceed the capabilities of the facility. Please speak with your DJ or band before your event to find out what needs they will have and make sure they are within the limits of the facility. Deposit forfeiture will occur if they are not within the limits.

15. **Cleanup:** The kitchen, service corridor, and buffet area must be cleaned to the condition it was received in (including: sinks, ovens, stove, microwave, refrigerator, floors, chairs, tables, etc.). Lessee is responsible for supplying all cooking/cleaning supplies. All floors in any area used must be cleaned and free of trash and spills. Cleaning time for the facility is one hour before the departure time. All events must end by 12am with cleanup time from 12am-1am. A forfeiture of deposit will occur if facility is not cleaned sufficiently. Additional charges will be incurred if everyone is not out of the facility by 1am.

16. All trash must be disposed of in the trash cans provided in the rooms. Additional trash cans are available in the service corridor.

17. All items must be removed from the facility at the end of the event. If an item is left, a storage fee will be assessed.

18. Lessee will be given an inspection sheet of items that need to be completed prior to leaving the facility. **All or a portion of the deposit will be withheld if there is damage, if the list is not followed, or if any other rules are broken.**

19. It is recommended that the lessee utilize DJs, bands, and facility sound equipment to inform attendees of rules/regulations.

20. **Parking:** Parking is allowed in designated areas only. **Do not park in the grass.** Failure to comply with parking rules can result in deposit forfeiture.

21. **Cancellations:** 1 month prior to the event = full refund of deposit and 95% use fee refund; 1 month-2 weeks prior to the event =50% deposit refund and 95% use fee refund; less than 2 weeks prior to the event = forfeiture of deposit and 95% use fee refund.

22. **Deposit Refunds:** Please allow 3-5 business days for Debit/Credit card refunds to be returned to your card and 2-4 weeks for a check to be processed (if you made your initial payment with check or cash).

23. Parks and Recreation Department Staff will be assigned to your event and will have a copy of your contract on hand. They can assist you in any decorating/cleanup related questions.

24. You must abide by ALL city ordinances (sanmarcostx.gov→Business→CodeOfOrdinances). Failure to do so is at the discretion of the City and can result in ejection from property, citation, arrest, additional fees, loss of deposit, and loss of future renting privileges. For a complete list of park ordinances, please visit: <http://sanmarcostx.gov/parkordinances>

Rules and Regulations are at the discretion of the City and are subject to change at any time. Lessee understands they may not be informed of changes or modifications prior to their event.

Activity Center Cleaning Inspection Sheet

_____ Kitchen, service corridor, and buffet area is free of trash and spills

(includes sinks, oven, stove, refrigerator, microwave)

_____ Room floors are clean and free of trash or spills

_____ Trash has been removed from all tables and tables have been wiped clean

_____ All decorations have been removed

_____ All trash has been disposed of in the trash cans provided

**Facility left in poor condition will result in forfeiture of your deposit.*