



CITY OF COLLEGE STATION

*Home of Texas A&M University®*

# **The Southwood Community Center**

Located in Brian Bachmann Park

1520 Rock Prairie Road

979-764-6351

[cstx.gov/rentals](http://cstx.gov/rentals)



These policies have been created to establish a guideline for all events held at the Southwood Community Center (SWCC). By the nature of the facility and its proximity to other rental areas in the Brian Bachmann Park, all of the events are unique and will have different rules that may be applicable depending on the types of activities that are planned. This guideline is only a summary and does not attempt to include every rule or special condition that may apply to possible events. Please call the SWCC if you have specific questions about your event at (979) 764-6351.



# Southwood Community Center

## OPERATIONAL POLICIES

**AVAILABLE HOURS/DATES FOR EVENTS-** All subject to availability. The rental of the SWCC includes only the area reserved and paid for by the Lessee.

**CANCELLATIONS-** In order to receive a deposit refund, notification of cancellation to the SWCC staff must be received no later than 3 days prior to the event date. Notification of cancellation received after this deadline will result in any fees and deposits forfeited by the Lessee in favor of the City.

**CLEAN UP-** The Lessee is responsible for the cleanup of the utilized SWCC area after use. All areas including restrooms are to be returned in the same condition in which they were received. Please ask staff for supplies as needed. If clean up is not performed adequately, deposit shall be used by the City to repair, replace, or pay for any property damage and clean up that occurs during the Lessee's or any participant's at the event sponsored by the Lessee use.

**DEPOSITS-** Deposits are payable at the time the space is reserved. "Tentative" holds for dates are not allowed. This deposit will be refunded after the event *if* the facilities are returned in the condition in which they were received, and no additional charges accrue during the event. Deposit refunds will be issued in the form of a check and mailed to the address listed on the contact. Additional charges may be assessed for property damage(s) and occupancy periods that extend beyond the times reserved.

**DECORATIONS-** During the installation, display, and removal of all decorations the Lessee is responsible for their own safety, as well as the safety of those associated with the event at all times. No decorative or other materials shall be nailed, glued, taped or screwed to any part of the Facility. The following items are prohibited: straw, hay, glitter, confetti, and fireworks. Balloons must be anchored down. The throwing of sterilized birdseed and the use of bubbles is restricted to the outside area only. All decorations must be removed in their entirety at the close of the event.

**DRUG & ALCOHOL POLICY-** Guests attending events are **NOT** allowed to bring their own alcohol into the event. Alcohol may **NOT** be served at the Southwood Community Center. **NO** tobacco products or illegal drugs of any kind are allowed in or on the porches of the SWCC. Failure to follow these policies will result in the forfeit of your deposit and/or cancellation of event.

**EQUIPMENT-** All electronic equipment can only be operated by SWCC staff. It is also the responsibility of the Lessee to notify staff of equipment needs prior to the event. It is the responsibility of the Lessee to provide needed equipment not available at the SWCC.

**FEES-** All rental fees must be paid no less than 3 days prior to the event.

**NON-CONFORMING EVENTS-** Events not conforming to the accepted community standards or any event that has been scheduled based on untrue or misleading information provided by the Lessee shall be rejected or cancelled and the deposit withheld.

**SECURITY-** Police Officers will be required for any rental of the SWCC as deemed necessary due to type of event or attendance. The City reserves the right and authority to determine the reasonable number of officers necessary for a particular event so as to ensure the safety of the public and the premises at all times during which the facility is used. The City shall contact the College Station Police Department to make the necessary arrangements. The Lessee will be charged an additional fee for security.

**MISCELLANEOUS –** The user shall not do anything that will obstruct or interfere with the rights of other users. Noise levels must be maintained in such a manner as to not disturb other users sharing the facility. Children must be supervised by an adult and kept in the reserved area. Please remember that you are responsible for all attendees at your event. This includes any untidiness or damage your attendees may have caused in and outside the building.



# Southwood Community Center

## SOUTHWOOD COMMUNITY CENTER ROOM DESCRIPTIONS

**GAME ROOM** – This 1,000 sq ft room features a wooden cabinet and serving area, adjustable lighting system, disco ball, flat screen television, white board, projector, internet capabilities, and sound system compatible with AUX, CD, and microphone connections.

**MEETING ROOM** – Appropriate for a smaller gathering, this 600 sq ft area features carpet, a white board, a flat screen television, and internet capabilities. Please no food or drinks in the Meeting Room.

**COMPUTER LAB** – 5 basic computers with internet connection.

<b>SOUTHWOOD CENTER FACILITY RENTALS</b>	<b>2017</b>	
	<i>Resident</i>	<i>Non-Res</i>
	<i>Rate</i>	<i>Rate</i>
<b>Meeting Room Per Hour</b>	<b>\$50</b>	<b>\$60</b>
<b>Deposit *</b>	<b>\$200</b>	<b>\$200</b>
<b>Dance/Game Room Per Hour</b>	<b>\$75</b>	<b>\$90</b>
<b>Deposit*</b>	<b>\$200</b>	<b>\$200</b>
<b>Whole Facility Per Hour (Excludes Computer Lab)</b>	<b>\$120</b>	<b>\$150</b>
<b>Deposit*</b>	<b>\$200</b>	<b>\$200</b>

*\*Deposits are refundable if the facility is left clean and damage-free.*

*\*\* Additional fees are added if security is deemed necessary.*