

# Public Use Policy

Montgomery County Community Building | 14420 Liberty St., Montgomery, Texas 77356

## NOTICE

THIS IS A COUNTY OWNED COMMUNITY BUILDING FOR THE BENEFIT OF THE PEOPLE OF PRECINCT ONE.  
Managed by the City of Montgomery, 101 Old Plantersville Rd, Montgomery, TX 77316

## RULES AND REGULATIONS

**REGULATIONS** – Reservations must be made in advance by calling City Hall at (936) 597-6434. Reservations may not be made more than one year in advance. Must be 18 years or older to rent out the building, and a copy of your valid driver's license must be provided. Only the applicant may pick up the keys for the reservation date.

**DEPOSIT REQUIRED** – A minimum deposit of \$150 is required for use of the building and to secure your date, pending review by the City Administrator. The deposit will be returned after an inspection indicates that all rules and regulations have been followed and the key to the building has been returned. Any violations of rules and regulations are subject to loss of the deposit. Confiscated deposits will be returned to the City to finance repairs to the building. Multiple violations of the rules and regulations may lead to restrict of future use.

**DEPOSIT DEDUCTIONS** –\$50 will be deducted from your deposit for **EACH** item not completed on the checklist at the time of inspection by one of our staff.

**KEYS** – Keys are numbered and must be signed for at the time of pick up. By signing the key log you acknowledge that the keys will be returned within two (2) days of use or the Monday following weekend use. Lost or unreturned keys will be subjected to a \$5 replacement fee which will be deducted from your deposit.

**RENTAL FEES** - A rental fee must be paid prior to picking up a key. There are 3 time blocks available to rent.

- Parties under 30 people: \$65 per time block
- Parties with 30 please or more: \$150 per time block

*\*Attendance totals will be monitored by an officer to ensure compliance.*

**CANCELATIONS/REFUNDS** – All cancellations must be made 30 days prior to the scheduled event or rental fee will be deducted from the deposit.

**NON-PROFIT ORGANIZATIONS** – Non-profit organizations and bona fide community organizations may have the use fee waived after approval from the city admin. **The deposit requirement will not be waived.** Repeated violation of the rules and regulations could result in loss of the use of the facility.

**ALCOHOL** – Private events where alcoholic beverages are served must hire two (2) security guards (certified peace officers) for the event.

**DECORATIONS** – If you use streamers or other decorations, nothing shall be attached to walls, ceiling or other fixtures using ANY type of adhesive. **Nails, tacks, staples, tape and other methods of attachment are not allowed.**

- NO SMOKING IS ALLOWED IN THE BUILDING
- YOU MUST COMPLETE EVERYTHING ON THE CLEANING CHECK LIST AND RETURN IT WITH YOUR KEY IN ORDER TO RECEIVE YOUR DEPOSIT BACK.
- YOU MUST PROVIDE YOUR OWN CLEANING SUPPLIES! MOPS AND BROOMS ARE PROVIDED.