



Red Oak Municipal Center

RULES AND REGULATIONS

1. The Red Oak City Council, through its authorized representatives, will enter into agreements with the USER.
2. Terms of the agreement shall constitute the full and complete agreement between the parties. No verbal or written agreement shall alter the agreement unless both the Center Staff and the USER consent to the terms specified in a new agreement. **A date is not considered firm until a signed agreement and deposit is received by the Center.**
3. In event that (1) USER does not comply with the terms and provisions of the agreement or (2) USER causes damage to the premises or any part of the Center, the Center Staff may choose to terminate the agreement. The Center Director has the right to retain any rental fees or deposits to apply toward payment of repairs and/or replacement costs.
4. The Center Staff representatives shall be permitted to schedule more than one event to take place on the premises at the same time.
5. USER will not be permitted to obstruct or interfere with the rights of other users.
6. The Center cannot be used by any individual, group or organization without a signed agreement.
7. Rental rates shall be the rates that are in effect on the date of the event. Rental rates, fees and policies are established by the City Council, and are subject to change. Any addendum or ordinance shall have precedence over any conflicting provisions of any agreement with the City of Red Oak.
8. USER shall have no attendance greater than the maximum occupancy figures established by the Red Oak Fire Department.
9. USER agrees to leave the premises in the condition in which it was found. **Failure to do so will result in additional fees.**
10. USER agrees to assume all responsibility for any damages to the premises and/or property of the Center as a result of their usage. The Center Director will be allowed the next business day following the event to determine and assess any damages.
11. Smoking is allowed only in designated areas outside of the building. Use of ANY tobacco products is prohibited inside the Center.
12. Consumption of alcohol is forbidden unless in compliance with the Texas Alcohol Beverage Commission and the Red Oak Municipal Center Alcohol Policies.

13. No gambling will be allowed in the Center Building or surrounding parking areas. Exception: IRS designated non-profit organizations may have a Casino Night for charitable causes only. Raffles may be held in accordance with the Charitable Raffles Enabling Act.
14. The Director reserves the right to determine the need for police and/or fire security at an event and will provide USER a list of approved security personnel allowed at the Center. USER will be responsible for security expenses, which will be paid directly to the security personnel **PRIOR TO THE START OF THE EVENT**. If USER refuses to assume the cost for security, then the agreement shall be void and the reservation will be canceled.
15. No smoke or fog machines are allowed. (dry ice is permitted)
16. USER is responsible for notifying the Director of intent to use the services of a caterer for their event. The Director reserves the right to deny any caterer's services on the premises. **The length required for a catering service to set-up or take down for any event shall be included in the USER'S rental cost calculation and agreement.**
17. Tables used for serving or dining purposes must be covered.
18. USER is responsible for notifying the Director of room set-up at least 15 working days prior to the event. Only Center personnel or authorized individuals shall be permitted to set-up, break down or rearrange Center property. The Director reserves the right to determine the need for additional charges for set-up changes. Additional fees will be charged for a rearrangement on the day of an event.
19. Nothing may be affixed to any part of the premises without explicit approval of the Director. All decorative materials must be "flameproof". Crepe paper must be water-soluble. Absolutely no Silly String or similar products are allowed in the Center.
20. Throwing of rice and the use of incendiary Class 3 fireworks, such as sparklers, are prohibited at the Center. Blowing bubbles, confetti, birdseed, rose petals or any other material is restricted to the parking areas only. USER will be assessed a cleanup fee for violating this rule.
21. All decorations must be approved in advanced by the Center Staff. Decorations, which are prohibited include but are not limited to straw, hay, glitter, confetti, sequins and artificial snow. Balloons may be filled with air or helium only. All balloons must be removed from the premises at the end of the event.
22. No vehicles are permitted in the Center, on the walkways or terrace of the Center, without written permission of Center Staff, and must abide by the safety standards established by the Red Oak Fire Marshall.
23. All materials to be used in events must be loaded and unloaded at service entrance only.
24. USER must clean up the facilities and be out of the center by midnight.
25. USER is responsible for paying any Music Franchise Fees directly to ASCAP/BMI.

I, _____ will abide by these rules and regulations.

Event # _____

Red Oak Municipal Center Staff Member _____

Date: _____