

BORDEN COUNTY FACILITY USE POLICY

EVENT CENTER AND ARENA

General Rules

The Borden County Commissioners Court shall approve and adopt all rules governing the use of the Event Center and the Arena. These rules may be revised at any time by the Commissioners Court and without notice.

These facilities may be used by any Borden County resident at no charge. Any locally recognized nonprofit organization, civic club, or school group may use the facilities for the purpose of education and training, business meetings, approved fund raising event or social event at no charge.

Any exception to the rule stated above will be considered by the Commissioners Court on a case by case basis. An *Application for a Variance of the Borden County Facility Use Policy* must be completed and returned to the County Judge's office. This application will be considered at the next Commissioners Court meeting. Any variance granted will be for that event only.

Any event that is "*for profit*" must adhere to the following rules. These events are subject to all deposit and rental fees as listed on page four (4) of this document.

1. Applications for reservations for the Event Center Building and the Arena are available in the Borden County Judge's Office, 117 East Wasson, Gail, TX, 79738, between 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., Monday through Friday. All applications must be completed, signed and returned to the County Judge's Office for approval. Incomplete applications or those without a signature will be declined. The application packet will include the Borden County Facility Use Policy, an Application for Facility Use, an Application for a Variance of the Borden County Facility Use Policy, and a cleaning checklist. Inquiries concerning the use of the facilities can be made by calling the County Judge's Office at 806-756-4391, during the hours listed above.
2. Reservations for the Event Center Building and the Arena shall be made by adults twenty-one (21) years of age or older. The necessary key(s) will be issued to adults twenty-one (21) years of age or older. An application must be completed and submitted to the County Judge's office before the key(s) will be issued. A key deposit in the amount of \$100.00 and the appropriate cleaning deposit will be required at the time the key(s) are issued. These deposit fees shall be separate. These deposit fees may be secured with cash or check. A receipt will be issued for the amount of each deposit fee. The deposit fees will be held in the County Judge's Office and will be returned when the cleaning requirement has been met and the key(s) have been returned. If the cleaning requirement has not been met, the cleaning deposit fee will be forfeited. If the key(s) are not returned, the key deposit will be forfeited.
3. Reservations will be made on a first-come, first-serve basis. Reservations for the Event Center and the Arena shall not be made more than one (1) year in advance. If an event has been canceled, notice should be given to the County Judge's Office as soon as possible. Keeping order and discipline will be the responsibility of the group or individual(s) reserving the facility. They will be responsible for the following.
 - a. Teen activities must be chaperoned by no fewer than four (4) adults (21 years of age or older) per twenty-five (25) teens.
 - b. Dances will be limited to a maximum time of four (4) hours. Additional time will be allowed for setup and cleanup. Youth events occurring on Saturday night must vacate the premises by 1:00 a.m. Sunday morning. Adult events occurring on Saturday night must vacate the premises by 2:00 a.m. Sunday morning. All events occurring on weekdays

must vacate the premises by midnight (12:00 a.m.). All decorations and personal items should be removed within twenty-four (24) hours. Any changes to the times listed must be submitted in writing to the Commissioners Court for approval prior to the event. Any changes allowed shall be for that event only.

- c. In the case of overcrowding, dangerous situations, disorderly behavior, drunkenness, fighting, violations of these rules, or any situation deemed inappropriate, the sponsoring group or person shall be put on probation for one (1) year. Once on probation, if any additional issues arise, the group or individual shall not be permitted to use the facility for a period of one (1) year. Any matters concerning probation of a group or individual shall be decided by the Commissioners Court.
 - d. The Borden County Sheriff's Department has the authority to enforce all rules and to close the Borden County Event Center or the Arena for any violations of these rules.
4. The use of metal or aluminum confetti is prohibited. These types of confetti are very difficult to cleanup. This confetti also interferes with the proper operation of the heating and air conditioning systems.
 5. The use of nails, screws, hot glue, tape, staples or any other fastener on interior or exterior walls is strictly prohibited. Do not tape, tie or attempt to secure any items to the speakers, light fixtures, fans, heating systems, ceiling, ceiling grid, or any piping except in designated areas.
 6. There shall be no glass beverage containers allowed in any part of the Event Center Building, the Arena or on the grounds adjacent to these facilities. The parking lot and adjacent areas shall be considered part of the facility for the purpose of cleaning, deposits, etc.
 7. There shall be no alcohol allowed in the building or on the grounds of the Borden County Event Center and Arena. This is to include the parking lot and adjacent areas.
 8. There shall be no tobacco products allowed in the building or within twenty (20) feet of a door opening used to enter or exit the building.
 9. County personnel will not be required to attend any events unless deemed necessary by the Commissioners Court or their designee.
 10. The Borden County Judge's Office or designee shall determine the adequacy of cleanup and conditions of the building in regard to refunding of any deposits.
 11. A request for a variance in any of the rules must be written and submitted to the Commissioners Court thirty (30) days prior to the event. The Commissioners Court shall consider all requests made on a case by case basis. Any variance of the rules being allowed shall be for that event only and will expire when the event has ended.
 12. The group or individual securing the building and/or the arena shall be responsible for checking the restrooms, kitchen (if used), turning off all lights, locking and securing the premises. The individual shall complete a checklist that should be returned with the keys. Any items that are not working properly or broken should be noted on the checklist.
 13. Dances and children's birthday parties will not be allowed in the assembly room. Food and/or drinks will not be allowed in the conference room.
 14. A representative of the group or the individual securing the building shall provide the information listed below for the purpose of setting heating and cooling schedules:
 - a. Areas of the building being used.
 - b. Times allowed for decorating for the event.
 - c. Times allowed for the event.
 - d. Times allowed for post-event cleanup.

15. There shall be no items or equipment removed from the Event Center, the arena or adjacent areas. Tables and chairs shall not be used outside the building.
16. There shall be no items or equipment loaned from the Event Center, the arena or adjacent areas.
17. All animals must be removed from the Arena within twenty-four (24) hours from the conclusion of the event.
18. All animals must be removed from the Event Center building within twenty-four (24) hours from the conclusion of the event.
19. There shall be no animals "*housed*" in the Event Center building or the Arena.
20. The Borden County Commissioners Court reserves the right to refuse the use of all or any part of the Event Center, the Arena or adjacent areas to any group or individuals.

The following items are available for use in the Event Center.

12	5 foot round banquet tables, for use in the Assembly room only
10	6 foot banquet tables
12	8 foot banquet tables
80	Upholstered chairs, for use in the Assembly room only
90	Plastic chairs, maroon
30	Plastic chairs, mixed color
1	Podium
1	Lectern
1	Portable stage, 12' x 16' x 16" h, w/2 steps (Note: sections are 4' x 4')

Furniture replacement cost schedule:

5 foot round banquet table	\$135.00
6 foot banquet table	\$91.00
8 foot banquet table	\$106.00
Upholstered chairs	\$28.00
Plastic chairs	\$48.00

BORDEN COUNTY FACILITY USE POLICY

DEPOSIT AND FEE SCHEDULE

Room(s) and Arena	Cleaning Deposit	County Residents, Groups, or Organizations	For-Profit Rental Fee p/day
Facility Key(s)	Deposit	\$100.00	\$100.00
Conference Room with restroom access	\$40.00	\$0.00	\$25.00
Assembly Room (seats approx. 80)	\$100.00	\$0.00	\$50.00
Assembly Room with Kitchen	\$150.00	\$0.00	\$150.00
Assembly Room and Activity Room	\$175.00	\$0.00	\$150.00
Assembly Room, Activity Room with Kitchen	\$200.00	\$0.00	\$200.00
Activity Room	\$100.00	\$0.00	\$50.00
Activity Room with Kitchen	\$150.00	\$0.00	\$150.00
Activity Room and Bay Area	\$200.00	\$0.00	\$200.00
Activity Room, Bay Area with Kitchen	\$250.00	\$0.00	\$300.00
Event Center Building (all areas)	\$300.00	\$0.00	\$400.00
Arena and Activity Room (per day)	\$150.00	\$0.00	\$200.00
Arena and Activity Room with Kitchen (per day)	\$200.00	\$0.00	\$350.00

Additional time will be allowed for decorating and set-up if requested.

A cleaning checklist will be provided with the application packet. The cleaning deposit will be returned after the event, providing the facility is left clean and in good order. All cleaning should be completed within twenty-four (24) hours after the conclusion of the event. ***If the facility is not cleaned as listed and/or is not in good order, the entire deposit will be forfeited.***

The individual or group securing the building and/or arena shall be responsible for trash and garbage removal. All trash and garbage shall be removed from the building and grounds within 24 hours after an event. The removal of all trash and garbage is imperative for our Pest Management Program (control of insects and rodents) to be effective. A key to the landfill/transfer station has been provided with the building key(s) for this purpose.

The landfill/transfer station is located 1.3 miles south on Willow Valley Road. The entry is on the left-hand (east) side of the road at the double metal gates. The key will open the large Master lock. Please lock the gate when you leave.

The applicant will be responsible for any damages to the facility. Minor damages to the facility will be charged against the deposit. Major damages will result in the loss of the entire deposit. Any additional compensation for damages to the facility will be determined by the Commissioners Court and will be the responsibility of the applicant.