

The Heritage Center

Rules and Policies Regarding Leasing of Facility located at 2104 W Austin Street, Port Lavaca, TX 77979 361-552-3350

Section I - Leaser/Lessee

A. The Calhoun County Senior Citizens Association., Inc (CCSCA, The Heritage Center, as used herein, means any hall, meeting room or other facility, including grounds located at the corner of Austin and Alcoa Streets, Port Lavaca, TX 77979 (2104 W Austin Street)

B. Lessee as used herein, includes any person, association, public organization, partnership, company or corporation that is granted a contract to use any part of the Heritage Center in accordance with these regulations, hereafter are called Lessee.

Section II - Agreement

A. All rentals of the Heritage Center facilities or grounds will require a signed lease contract agreement between the lessee and The Heritage Center through its duly authorized representative.

B. No oral agreement for use of the Heritage Center will be valid.

Section III - Reservations

A. Reservations will be taken between the hours of 8:00 AM - 2:00 PM, Monday-Friday.

B. No phone reservations accepted.

C. The Heritage Center and grounds will be rented on a first-come, first served basis.

D. A reservation for rental of the Heritage Center and grounds will be confirmed only upon receipt of the signed lease/contract agreement, and receipt of appropriate deposits.

E. Reservations of the Heritage Center and grounds may be made up to twelve (12) months in advance. Please note: Deposit checks will be processed immediately. If reservations are cancelled in a timely manner, The Heritage Center will reimburse you for your deposit.

F. Cancellation by lessee within 30 days of event, will forfeit their deposit.

Section IV - Hours

A. Evening usage of Heritage Center (Monday-Thursday) must end no later than 10:00 PM, with a one (1) hour grace period for clean-up (11:00 PM). Friday and Saturday night activities must end no later than 11:00 PM with a one (1) hour grace period for clean-up (Midnight). Failure to leave premises within sixty (60) minutes grace period will result in a late hour extension charge and may be grounds for refusal of future facility lease to lessee. Any exceptions to this policy must be cleared with The Heritage Center representative or Executive Director.

Section V - Alcohol

A.. Events serving alcohol will be required to provide one hired security person per 100 participants. Security personnel may be an off-duty police officer, Sheriff Deputy or Security Company employee only. Security must remain on duty until facilities are completely vacated and the building closed. Alcohol may be served to guests only. No alcohol is allowed outside the building. **Absolutely no sale of alcohol will be permitted.**

Section VI - Smoking

A The Heritage Center is a **NO SMOKING** facility! Smoking is permitted outside in designated areas at the front of the building. No exceptions!!!!!!

Section VII - Equipment, Decorations, etc.

A. Rental fees include the use of tables and chairs, prep kitchen and ice machine. The kitchen is not included, and cannot be used.

B. Lessee is not allowed to use or move/remove any decorations in the halls or on any walls.

C. Lessee is not allowed to hang decorations from the ceiling or place them on walls.

D. Table decorations and free standing decorations are allowed.

E. If lessee wishes to decorate prior to the event, you must do it during normal working hours (usually 1-3 PM on Friday), after the dining hall has been cleaned for the day. After hour decorating must be approved by The Heritage Center representative or the Executive Director. There will be a charge of \$25.00 per hour decorating fee if decorating after normal operating hours. This fee covers the cost of utilities.

F. No animals, with the exception of those used for individuals that are visually impaired or handicapped are allowed in the building.

G. Local community not-for-profit service clubs and organizations may use the Heritage Center for meetings and other activities during regular center operation hours at no charge, if space is available. Use of the building by these organizations after hours or weekends will require rental

fees and agreements as per policy.

Section VIII

- A. No open flames or combustible materials of any kind in building.
- B. Cooking is not allowed except in prep kitchen or outside the building in designated areas.
- C. All frying will take place outside under the shelter at the back of the building.
- D. Regular exit doors, corridors, and fire extinguishers shall not be blocked.
- E. The rated occupancy capacity of this building is 219. Please do not exceed capacity.

Checklist of leaving building after event:

- 1. Leave the Heritage Center in the order that you found it.
- 2. Make sure tables and chairs are put back in the proper place.
- 3. Sweep floor if necessary.
- 4. If there are spills on the floor, please clean them up.
- 5. Prep kitchen area needs to be cleaned if utilized. Do not leave food in the refrigerator.
- 6. Check restrooms and make sure all trash has been removed and all toilets have been flushed.
- 7. Turn off all lights and fans.
- 8. Take out garbage, replace trash bags in cans. Put bagged trash in dumpster located at back of building.
- 9. Contact person who let you in the facility, will be responsible for securing the facility. This person will also inspect the building for damages and/or need for additional cleaning before you leave.
- 10. All cleaning and putting things back in original order must be done before you leave for the night. (Someone may have it rented the next day)
- 11. If lessee does not clean the facility after use, the cleaning deposit will be forfeited.