

CITY OF LAGRANGE
RANDOLPH RECREATION/ACTIVITY CENTER
FACILITY – ROOM DIMENSIONS, OCCUPANCY LOADS, and AMENITIES

The City of La Grange Randolph Recreation /Activity Center is designated as a drug, tobacco and alcohol free facility. **There is to be NO smoking, consuming selling and/or distributing of drugs, alcohol or tobacco products on the premises.**

FACILITY INFORMATION

❖ **BUILDING A**

- General Assembly/Meeting Room - 40'x33' – Load Occupancy – 88
- Arts/Crafts (West Wing) – 21'x26' – Load Occupancy – 36
- Club Office (West Wing) – 21'x16' – Load Occupancy – 22
- Games Room (West Wing) – 21'x17' – Load Occupancy – 24
- Quilting Room (East Wing) – 21'x22' – Load Occupancy – 31
- Exercise Room (East Wing) – 37'x 38' – Load Occupancy – 35
- Kitchen (East Wing) – Load Occupancy – N/A

❖ **BUILDING B**

- Meeting Room A - 30'x19' – with bi-folding wall closed – Load Occupancy – 38
- Meeting Room B - 16'x19' – with bi-folding wall closed – Load Occupancy – 20
- Meeting Rooms A & B – 46'x19' – with bi-folding wall open – Load Occupancy – 58

❖ **BUILDING C**

- Dance/YOGA Room – 32'x19' – Load Occupancy – 41

❖ **BUILDING D**

- Game Room 1 - 37'x24' – with bi-folding wall closed – Load Occupancy – 59
- Game Room 2 - 37'x24' – with bi-folding wall closed – Load Occupancy – 59
- Game Rooms 1 & 2 - 74'x48' – with bi-folding wall open – Load Occupancy – 118

❖ **BUILDING E**

- Gymnastics/Cheer Gym – 40'x70' – Load Occupancy – 180

❖ **WEST GYMNASIUM**

- Gym Floor – Load Occupancy – 418
- Kitchen – is a separate rentable area – NOT included in rentals – Load Occupancy – N/A
- Bounce House – is a separate rental fee – 800 lb. max occupancy

A building Rentable Areas and Occupancy loads MAP is attached to help you determine location/needs within the facility. NOTE: Please understand that some areas may not be available for rent at times that other activities are in progress within the facility. All City of La Grange Programs and/or Activities and Emergency needs take precedence for all rentable spaces.

AMENITIES OF THE FACILITY

Tables and Chairs	The City of La Grange will furnish 6'x32" rectangle tables, 4' or 6' round tables, 42" square card tables, or 6'x18" conference tables and folding chairs for rentals in Buildings A, B and/or D. These furnished tables/chairs are limited in numbers. Rectangle 6'x32" And metal folding chairs will be furnished in West Gymnasium. These tables/chairs are limited to numbers that correspond to load occupancy and areas where designated for use.
P.A. System/Podiums	The City of La Grange will furnish a Podium with a built-in P.A. System for those requesting usage in larger meeting areas of Buildings A, B, and D. *NOTE: on a first-come, first-serve basis*
Garbage Receptacles	The City of La Grange will furnish garbage receptacles, plastic liners, and an on-site dumpster for renters usage of disposal of event garbage.
Cleaning Supplies	The City of La Grange will furnish brooms/dustpans, mops and mop bucket, and trash can liners for clean-up for renters area of usage. Areas are to be cleaned and trash emptied and disposed of in dumpster.
Heating/Cooling	The facility has fully operational centralized A/C and Heating units throughout the facility. The thermostats will be programmed by City of La Grange staff only.
Restrooms	The facility has Men's and Women's restrooms in all areas of the facility. A set of Restrooms are located in Building A ~ West Wing and East Wing; Building B has a Men's/Women's single and separate Men's and Women's in Corridor E between Building B and Building D; Building E (Gymnastics) has a Men's/Women's single; and Gymnasium has a Men's and Women's restroom with single shower in each.
Coffee Bars	A coffee bar is located in Building D - Game Room 2, and a Serving Bar is located in Building A - General Assembly/Meeting Room
Arts/Crafts	Building A/West, Arts & Crafts Room has tables, chairs, easels, cabinets, and a sink.
Club Office	Building A/West – has a small oval conference table with 8 chairs, and additional chairs around perimeter. This room also includes 5 lockable closets for clubs and/or organizations usage. The room is designated for purposes of small group meetings. *Lockable Closets are on a first-come first-serve basis*
Games Room	Building A/West has square card tables with chairs for patrons usage in playing table games.
Quilting Room	Building A/East, is reserved for quilting group(s).
Fitness Equipment	Building A/East - the Exercise Room has fully operational fitness machines and a limited number of free weights and exercise balls. This room is designated to those paying Annual (January-December) Membership fees for usage. This is for Adult use only.
Computer Area	A desktop computer is located in Building B, Meeting Room A.
YOGA/Dance	Building C – single room with VCT flooring, wall mirror and portable dance bar.

Meeting Room A or B	Building B, houses a single or two rooms – Room A has computer area listed above, and Room B has a wall mounted 46” TV. When wall is open, space is available for larger size meetings (if selected).
Game Room 1 or 2	Building D, houses a single or two rooms – with a folding-wall divider – for youth or adult meetings/parties. Room 1 has a wall mounted 60” TV and access to outside entry doors, adjacent to West Gym doors and Room 2 has a coffee bar, microwave, and access to the West Gymnasium (if selected for rental)
Gymnastics/Cheer	Building E – Metal building/East - fully insulated with A/C and heat. Spring floor, trampoline and pit-mat are included. A single restroom is within this building. Utilized for Tumbling/Gymnastics classes, by registration only.
Kitchen Amenities	Building A - Kitchen has a stove, oven, microwave, refrigerator, freezer, sink, and roll-up serving bar. West Gymnasium - Kitchen has a stove, oven, (2) microwaves, commercial size refrigerator, freezer, sink, small ice machine, and a roll-up serving bar.
TV/DVD Player	TV’s - 70” flat screen/wall mounted in Building A General Assembly Room, 60” flat screen/wall mounted in Building D, and 46” flat screen/wall mounted in Building B. These are available for renter’s usage upon request, and DVD players are available on a first-come, first-serve basis.
Internet Services	Wireless internet service is throughout the facility.
Courtyard	A ‘plaza courtyard’ with tables & chairs, umbrellas, and seasonal potted flowers will be available for visitors enjoyment in the outdoors.
Parking	A paved/concrete parking area is available on the East and North side of the facility. Also, parking is on Pearl Street (South side) in front of Building B and adjacent to the west Gymnasium.
Walkways	Covered walkways are throughout the facility. A covered walkway is also along the Northern end of Building E (Gymnastics/Cheer) from parking area to Building A. A separate, uncovered, walkway is on the North side of Building A for quick access to and from East/West wings, causing less disturbance to occupants within the General Assembly/Meeting room.
Staff	Staff will be on Duty and/or on-call for all operations within the facility. No keys are issued for rentals.

CITY OF LAGRANGE
RANDOLPH RECREATION/ACTIVITY CENTER
RENTAL AGREEMENT INFORMATION

The City of La Grange Randolph Recreation Center, 653 East Pearl Street, La Grange ,TX, is designated as a drug, tobacco and alcohol free facility. **There is to be NO smoking, consuming and/or distributing or selling of drugs, *alcohol, and/or tobacco products on the premises.**

RESERVATIONS

The rental of the Randolph Recreation Center – in its entirety or by individual room/area selections – **may be reserved one (1) year in advance.** Reservations are on a first-come, first-serve basis. NO EXCEPTIONS. The City of La Grange Recreation Department programs and events will take priority over individual or group rental requests. Official City use will take precedence over any and all reservations that may be in effect in the event of an emergency – requiring of shelter in place, or other emergencies as deemed necessary by the City of La Grange.

As a Renter, ***Building A and/or B ONLY***, there will be an option to serve alcoholic beverages. This option **MUST BE** discussed and be made known of intent to serve alcohol to the Recreation Director, or designee, upon rental. Should the Renter choose to serve alcoholic beverages, it is the Renter’s responsibility to prohibit access to minors within the area of the rented space in which said beverages are served. This privilege is **ONLY** allowable in the above mentioned rentable areas and for functions that are intended for Adults.

RENTAL DEPOSIT

For Facility Rental Deposit - **\$250 payable by separate check than rent check** - is required to secure the reservation date. Deposit/Security checks will be held until payments are verified/clear the bank.

All checks are made payable to the City of La Grange and will be held until inspection of the facilities following the scheduled event. Following the Rental date, if there is no damage to equipment or property, no missing or stolen items, facilities are left in clean conditions, and rental payment (via check) is confirmed after deposit to City, **the deposit check will be returned to the renter following guarantee of funds from Bank and/or inspection (up to a minimum of 15 days after rental) – or shredded if instructed to do so.**

Should there be damages to property or equipment, missing or stolen items, and/or facilities are left unclean - as described in the Clean-Up Checklist section of this Rental Agreement packet - the deposit check will be promptly deposited to the City of La Grange. Should damages, stolen items, or unclean conditions warrant additional costs the renter will be billed for necessary repairs, replacement items, and cleaning of the facility. In the event that the renter does not follow the guidelines set forth in the Rental Information packet and Rental Agreement, the renter will be denied any future rentals.

RENTAL FEES

BUILDING A

Room/Description	Occupancy	Cost/Hr	Cost/4 Hrs	Cost/Daily
General Assembly/Meeting Room	88	\$50	\$175	\$400
*Arts & Crafts Room	36	\$35	\$125	\$200
*Club Office	22	\$35	\$125	\$200
*Games Room	24	\$35	\$125	\$200
*Quilting Room	31			
*Exercise Room	35			
*Kitchen	N/A			

BUILDING B

Room/Description	Occupancy	Cost/Hr	Cost/4 Hrs	Cost/Daily
Meeting Room A	38	\$35	\$125	\$200
Meeting Room B	20	\$35	\$125	\$200
Combination of Meeting Rooms A & B	58	\$50	\$175	\$250

BUILDING C

Room/Description	Occupancy	Cost/Hr	Cost/4 Hrs	Cost/Daily
Dance & YOGA Room	41	\$35	\$125	\$250

BUILDING D

Room/Description	Occupancy	Cost/Hr	Cost/4 Hrs	Cost/Daily
Game Room 1	59	\$45	\$150	\$250
Game Room 2	59	\$45	\$150	\$250
Combination of Game Rooms 1 & 2	118	\$75	\$275	\$400

BUILDING E

Room/Description	Occupancy	Cost/Hr	Cost/4 Hrs	Cost/Daily
Gymnastics/Cheer Building *NO RENTAL of this Building*	180			

WEST GYMNASIUM - Sports

Room/Description	Occupancy	Cost/Hr	Cost/4 Hrs	Cost/Daily
Gymnasium - Floor & Stage	418	\$50	\$175	\$400
Kitchen - Per Event Usage				\$75
**Bounce House - Indoors in Gym Only	800lbs.			\$75

COMBINATION of RENTAL AREAS

Room/Description	Occupancy	Cost/Hr	Cost/4 Hrs	Cost/Daily
Gymnasium - Stage	536	\$50	\$175	\$400
W Gymn, Stage, Bldgs D & B		\$175	\$650	\$900
Activity Center - Bldgs A, B, C, D - Excluding WGym		\$150	\$500	\$750
Activity Center - Including West Gym		\$250	\$750	\$1,200

These Rooms are available ONLY if not being utilized by others for long-term rentals and/or classes are in session

OPTIONAL: TABLES AND CHAIRS – SET-UP fee \$75

In special cases, the City of La Grange Recreation staff will be available to set-up tables and chairs for your event. This option must be discussed prior to your scheduled event date to determine if it is possible, as other programs or rentals are in the facility prior to the scheduled rental. Staff must be notified of the set-up arrangement when rental occurs. Lay-outs can be accommodated in larger areas, i.e., straight rows with tables/chairs, one sided chairs facing front wall, U-shape/Horseshoe, Box-shape, etc.

FEE(S) PAY SCHEDULE

When paying by **CHECK** - RENTAL FEES ARE DUE and payable ten (10) business days prior to the date of the reservation. When paying by **CASH, MONEY ORDER or CASHIERS CHECK** – RENTAL FEES ARE DUE and payable (3) days prior to the date of the reservation. Should payment or agreement of payment schedule with the Recreation Director NOT be paid by that time, the reservation may be CANCELLED and the deposit will be forfeited to the City of La Grange.

HOURS of USE

Operational hours for Rentals will be as follows:

- Monday through Thursday 8am to 10pm
- Friday 8am to 12am/Midnight
- Saturday 8am to 12am/Midnight
- Sunday 8am to 10pm

Variance of these times will be through approval of the Recreation Director and/or the City Manager

RENTAL TIME ALLOWANCES

A City of La Grange Recreation Department staff member will unlock the facility – area of rental only – **approximately fifteen (15) minutes prior to the specified rental time.** The staff person will go-over policies and procedures, set-up, clean-up, and other items as needed pertaining to the rental. A staff person will return prior to **the stated agreement end-time** to begin the checklist process of the renter’s cleaning responsibilities. This courtesy is done so that you, the RENTER, can conduct the necessary cleaning items so that your deposit will be returned to you and not forfeited to the City of La Grange. Should any additional time be required to clean the facility, the above listing of fees that is associated with the original Rental Agreement, will be billed to the renter. As stated in the Hours of Use section, the facility must be cleaned and vacated by 10pm Monday through Thursday and Sunday nights, and by 12am (Midnight) on Friday and Saturday night rentals.

TABLES AND CHAIRS

The City of La Grange has 6'x32" rectangle tables and metal folding chairs available for the West Gym area. A combination of 6'x32" rectangle tables, 6'x18" conference tables, 72" (6') round tables, 48" (4') round tables, 42" square card tables, and white folding chairs available for renter's usage in Buildings A, B, C, and D. There are limited numbers and sizes of tables and chairs for each area and must be requested at the time of the Rental Agreement. All City of La Grange tables and chairs will be marked and counted before and after the rental period. **The City of La Grange will place the requested number of tables and chairs within the rented area and the Renter will set-up for their individual event. At the conclusion of the event the renter will clean and fold all tables and chairs and City of La Grange staff will store them.**

NOTE: In accordance with the determination of the Fire Marshall and City Inspector, each room has a designated occupancy level – please, adhere to all occupancy numbers. (see Rental Fees - areas schedule above)

LONG-TERM RESERVATIONS

All long-term – those with a bi-annual or annual reservation agreement – renters will require a one-time (1) room/facility deposit per fiscal (Oct 1 – Sept 30) year. This deposit will guarantee the space is available for the holder of the designated long-term rented room/area for the duration of the agreement. The reserved space will be inspected after each activity, and should a problem arise – damage to space or equipment, missing owner's property, area not properly cleaned – a meeting will be called to explain the situation with the renter. At this time, a determination will be made whether the deposit check will be forfeited to the City of La Grange and if the long-term rental agreement will be VOID at that time with the renter losing the right to rent in the future.

Please, respect the facility, its contents, equipment provided for your usage, and the owners supplies. Should the room/facility be utilized and properly cared for the renter's deposit check will be returned (or shredded) at the end of the reservation agreement time period. No renter will be allowed to carry-over a long-term rental – a meeting with the Recreation Director to discuss the renewal of rental – from year to year. An updated and completed Rental Agreement will be required and an updated deposit check will renew for the additional time frame requested.

RENTER'S CLEAN-UP RESPONSIBILITIES

It is the Renter's responsibility to clean-up during and after the scheduled rental. Prior to the release of the room/area/facility to the Renter a walk-thru will occur – A Recreation Staff member and the renter/designee – to discuss all cleaning requirements and usage areas for the rental. The City of La Grange Recreation Department will furnish the needed cleaning supplies, i.e., mops, mop bucket, brooms/dustpans, mop solution, trash bags, and other as needed for the area of rental. Please, let staff know if additional items are needed. The following is a list of Renter's clean-up responsibility:

- Remove all bagged trash/loose trash from the facility and dispose of in dumpster
- Use furnished garbage can liners and re-line containers
- Sweep all areas utilized during the rental
- Mop all areas utilized during the rental
- Dust mop where needed
- Wash and store any items – kitchen or coffee bars – utilized during rental
- Clean all restrooms in area utilized during the rental
- Wet-wipe all tables and chairs utilized during the rental
- Other as necessary – spills to counters, walls, and/or doors, etc.

The cleaning of the rented area **MUST BE COMPLETED** immediately following your scheduled rental period – not the following day. Prior to the exit of the rented room/area/facility another walk-thru will occur to determine if additional cleaning is required. This is done as a courtesy so that your rental deposit check will have a greater possibility of being returned to the renter or shredded. Should you require additional clean-up time, the Recreation staff member on duty will note the time and a billing to the renter will occur following the event.

RENTAL DO'S AND DON'T'S

- **USE ONLY** the area you have committed to/paid for in the Rental Agreement
- Lift/Carry items (ice chests, tables, chairs, other) across the floors – do not drag items, as this causes scrapes, scratches, and marring of the floor and wall surfaces
- Areas within the facility are rented separately, do not assume usage of an area because it's attached and/or unlocked
- The usage of rice, confetti, loose beads, glitter, marbles, flame candles, glow sticks, and/or damaging items within the facility **is prohibited**. IF you have doubts, please ask!
- Balloons – air and helium – with approval for designated areas, please secure/anchor properly
- Minimal tape and sticky-tack putty usage is permissible – some tapes will strip paint – **DO NOT USE** tacks, staples, and/or nails to secure items to walls...remove all adhesive material.
- Renters are to **REMOVE ALL** decorations at the conclusion of the rental...tape and ribbons from walls/chairs/tables, banners/streamers, balloons, etc.
- Supplies of the City of La Grange are NOT included in your rental (ex. coffee, cups, sweeteners, etc.)
- Tables and chairs are furnished as determined/noted in the Rental Agreement – **DO NOT REMOVE** from the property.
- The City of La Grange **may require the renter to provide security**, dependent on the event type and size, and/or have a City of La Grange staff member present for the duration of the event rental time period.
- **CANCELLATIONS MUST BE RECEIVED THREE (3) DAYS** prior to the reserved date. Failure to give a three, or more, day advanced notice will result in the forfeiture of the renter's deposit.

CLEAN-UP CHECKLIST

The following list is a GUIDELINE, not an ALL INCLUSIVE list, please leave facility clean, sanitary, and tidy when leaving the facility. A Staff person has a checklist that they will review with renter to assure cleanliness.

ROOM(S)

- Sweep and Mop
- Wipe-down/Clean all tables and chairs
- Remove all decorations and supplies utilized during the rental period
- Return tables and chairs to their original set-up or as discussed with City Staff
- Remove ALL trash, replace with new receptacle liner(s) – Place trash in dumpster
- Check and clean restrooms – remove trash, sweep, mop, flush and clean toilets
- Coffee Bar – Clean/Disinfect after usage – Coffee Pots, Cups, Trays, Sink(s), other as needed
- Electronic Items – Clean/Disinfect after usage – return to original set-up, shut-down electronics

KITCHEN(S)

- Sweep and Mop
- Wipe-down/Clean all Appliances – stove, oven, microwave, refrigerator, freezer, sink, coffee pots, etc. – and all counter space
- Wash, clean, dry and store any items used during rental – silverware, bowls, pots, coffee pots, etc.
- Remove ALL trash, replace with new receptacle liner(s) – Place trash in dumpster
- Remove any stored items from refrigerator, freezer, stove/oven, and on counter space
- Do NOT remove or use items/supplies that are the property of the City of La Grange

WEST GYMNASIUM

- Dust Mop, Sweep, and Mop Gym Floor (as needed)
- Mop any spills or sticky areas – sooner done, less to mop later!
- Sweep and mop entry area, east alcove, hallway area, and restrooms
- Wipe-down/Clean all tables and chairs
- Fold tables and chairs and place in designated area
- Remove ALL decorations – tape/sticky-tack also – from all surfaces and dispose of properly
- Remove ALL trash, replace with new receptacle liner(s) – Place trash in dumpster
- Check and clean restrooms – remove trash, sweep/mop, flush and clean toilets, wipe down lavatory

The above list is a guideline, not all inclusive, thus, the Renter must adhere to all cleanliness and sanitary conditions. Failure to comply with the above checklist, and other items as deemed necessary, will result in the forfeiture of the Rental Deposit.

IF AN EMERGENCY OCCURS – if warranted call 911 immediately– then, please notify the Recreation Director – Janet Rangel at 979-968-5600/M-F 8-5 or 979-966-3137/City Cell and/or City Manager – Shawn Raborn at 979-249-7263.

The attached RENTAL AGREEMENT Form **MUST BE COMPLETED AND RETURNED IN PERSON TO STAFF AT THE RECREATION CENTER to VERIFY DATE/TIME/AREA SELECTED AS AVAILABLE FOR RENT and WITH DEPOSIT CHECK TO SECURE THE DATE/AREA.**

THANK YOU and ENJOY YOUR EVENT AT THE CITY OF LA GRANGE RANDOLPH RECREATION/ACTIVITY CENTER

RENTAL AGREEMENT

Renter's Name/Organization: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Day Phone: _____ Cell Phone: _____ E-mail: _____

Rental Type: Birthday Party Teen Dance Wedding/Reception Reunion Sports Exercise Meeting
Other: _____

Rental DAY/DATE: _____ Begin Time: _____ am/pm End Time: _____ am/pm

ROOM/AREA RENTAL: (Circle Choices)

Building A

General Assembly Rm/Kitchen *Arts/Crafts(W) *Club Office(W) *Games Room(W)
Exercise Rm (Not for Rent) *Quilting Room(E) (*If available)

Building B

Meeting Room A Meeting Room B Meeting Rooms A & B

Building C

Dance/YOGA Room

Building D

Game Room 1 Game Room 2 Game Rooms 1 & 2

West Gymnasium (Sports/Exercise)

Gymnasium Floor Kitchen **Bounce House**

For Staff Use ONLY

Deposit Amount \$_____ Date of Receipt _____ Check/MO/Cashiers Ck/NO CASH Initials _____

Rental Fees Due \$_____ Date of Receipt _____ Check/MO/Cashiers Ck/CASH Initials _____

Table/Chair Set-up: Yes/No (\$35 fee) Diagram of Set-up: _____

NOTES/INSTRUCTIONS:

Staff Member on Duty: _____ Time Un-lock/Walk-thru _____

NOTES: Clean-up Checklist/Walk-thru _____
