

**CITY OF LAGRANGE**  
**RANDOLPH RECREATION/ACTIVITY CENTER**  
**RENTAL AGREEMENT INFORMATION**

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 and/or distributing or selling of drugs, \*alcohol, and/or tobacco products on the premises.**

**RESERVATIONS**

The rental of the Randolph Recreation /Activity 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 Individual Room/Area Deposit - **\$150 payable by separate check than rent check** - is required to secure the reservation date.

For Activity Center Deposit, Excluding Gymnasium and Cheer/Gymnastics Gym - \$250 payable by separate check than rent check - is required to secure the reservation date.

For Complete Facility Rental, Including Gymnasium, Excluding Cheer/Gymnastics Gym - \$300 payable by separate check than rent check - is required to secure the reservation date.

For Complete Facility Rental, Inclusive of Gymnasium and Cheer/Gymnastics Gym - \$500 payable by separate check than rent check - is required to secure the reservation date.

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 inspection, if there is no damage to equipment or property, no missing or stolen items, and/or facilities are left in clean conditions, the deposit check will be returned to the renter – 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	\$35	\$120	\$200
*Arts & Crafts Room	36	\$20	\$75	\$120
*Club Office	22	\$20	\$75	\$120
*Games Room	24	\$20	\$75	\$120
*Quilting Room	31	\$20	\$75	\$120
*Reading Room	14	\$15	\$50	\$100
*Exercise Room	35	\$20	\$75	\$120
*Kitchen	N/A	\$20	\$75	\$120

### **BUILDING B**

Room/Description	Occupancy	Cost/Hr	Cost/4 Hrs	Cost/Daily
Meeting Room A	38	\$20	\$75	\$120
Meeting Room B	20	\$20	\$75	\$120
Combination of Meeting Rooms A & B	58	\$35	\$120	\$200

### **BUILDING C**

Room/Description	Occupancy	Cost/Hr	Cost/4 Hrs	Cost/Daily
Dance & YOGA Room	41	\$20	\$75	\$150

### **BUILDING D**

Room/Description	Occupancy	Cost/Hr	Cost/4 Hrs	Cost/Daily
Game Room 1	59	\$35	\$120	\$200
Game Room 2	59	\$35	\$120	\$200
Combination of Game Rooms 1 & 2	118	\$45	\$160	\$250

### **BUILDING E**

Room/Description	Occupancy	Cost/Hr	Cost/4 Hrs	Cost/Daily
Gymnastics/Cheer Building	180	\$50	\$350	\$600

### **WEST GYMNASIUM - Sports**

Room/Description	Occupancy	Cost/Hr	Cost/4 Hrs	Cost/Daily
Gymnasium - Floor Only	418	\$35	\$120	\$250
Gymnasium - East Meeting Room	30	\$20	\$75	\$120
Stage	20	\$15	\$40	\$75
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 - West and Game Rooms 1&2	536	\$100	\$350	\$500
Gym - West/Game Rms 1&2/Mtg Rms A&B		\$125	\$450	\$600
Activity Center - Excluding Gyms		\$125	\$450	\$750
Activity Center - Including west Gym		\$200	\$700	\$1,000
Activity Center - All Inclusive		\$350	\$850	\$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 \$35**

In some 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 – as staff must be notified of the set-up arrangement. Several 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., and a simple box or row-by-row set-up will be utilized in smaller rentable areas.

### **FEE(S) PAY SCHEDULE**

The agreed upon **rental fees are due and payable three (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 5pm (Rentable to 10pm)
- Friday                                        8am to 5pm (Rentable to 12am/Midnight)
- Saturday                                    Rentable - 7am to 12am/Midnight
- Sunday                                        Rentable – 7am 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. 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. A new/updated rental agreement paperwork will be required and an updated deposit check will renew for an additional time frame.

## **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 – additional trash can liners. 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 and/or other hard-to-clean 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.
- Renters are to **REMOVE ALL** decorations at the conclusion of the rental
- 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.

#### **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
- If Coffee Bar – Clean/Disinfect after usage – Coffee Pots, Cups, Trays, Sink(s), other as needed
- If 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

### **EAST GYMNASIUM – CHEER & GYMNASTICS**

- Dust Mop, Sweep and Vacuum spring floor area as needed
- Mop any spills or sticky areas
- Sweep and mop floor area as needed
- Wipe-down/Disinfect all areas where body contact occurred
- Wipe-down/Clean any tables and chairs, fold and store
- Remove any personal and training items from the facility – including socks, shoes, and instructional materials
- Check and clean restroom – remove trash, sweep/mop, flush and clean toilet, wipe down lavatory
- Remove any decorations or props used during rental

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 979-966-3137 and/or City Manager – Shawn Raborn at 979-249-7263.

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