

Community Center Policies

The Post Community Center policies are set by the Post City Council and if any entity has a disagreement with said policies, that disagreement must be first brought to the attention of the Center Director and, if not resolved, to the City Council.

Policy #1 - Public Use of Tables, Chairs, and Equipment

1. The Community Center equipment is for community use only.
2. For the protection of the Community center and the entity, we prohibit removal from the premises of any equipment this includes tables, chairs, etc.

Policy #2 Usage Rules

1. Nothing later than 1AM absolutely NO EXCEPTIONS.
2. Parties will not be open to the public. Invitation only.
3. Invitation Only for Weddings, Anniversaries, Quinceaneras, Sweet 16's, Birthday Parties, and Graduations.
4. Fundraisers will be the only exception to the invitation rules.
5. Hooks on the picture molding may be used to hang wall decorations; however, tape, wire or other fasteners may not be used. This also applies to columns, ceilings, etc.
6. The City Fire Marshall has determined that the maximum number of people allowable in the front partitioned area is 124 and 249 people for the large tile area. For dances and wedding receptions using the entire building, the total number of occupants is 599.
7. Anyone who rents the Community Center or any part of it, is totally responsible for the actions of themselves and their guests, this includes allowing alcoholic beverages to be consumed without security, which forfeits entire deposit.
8. The Community Center shall not be held responsible for any articles left on the premises.
9. The Community Center shall not be held responsible for any losses due to theft, breakage, or disappearances.
10. Renters must be 21 years of age to rent the Center.
11. No Staples are to be used anywhere on the premises,
12. No Smoking Allowed. City Ordinance 0-01-99A.
13. No Smoke Machines Allowed.
14. No Glass of any kind is allowed. This includes liquor not just beer. If liquor is brought in it must be plastic containers.
15. Renters will meet with Community Center Director for a pre-inspection walk through before taking possession of the key, during normal business hours. The key will be returned to the CCD during a post-inspection walk through before any deposits will be considered for refund. NO EXCEPTIONS!! Refunds will be given 48hrs after returning the key on Monday.
16. DO NOT UNDER ANY CIRCUMSTANCE MOVE THE STAGE.

Policy #3 - Rental Fees for the Post Community Center

All Rental and Deposit fees shall be paid in full

1. Large tile and kitchen area
 - \$150.00 Rent
 - \$200.00 Deposit-for cleaning and\or damages

2. Partitioned area (was carpet area)
 - \$50.00 Full day rental
 - \$100.00 Deposit-for cleaning and\or damages
3. Youth Center
 - \$100.00 Full day rental
 - \$50.00 Half day rental
 - \$200.00 Deposit-for cleaning and\or damages
4. Entire Building
 - \$300.00 Rent
 - \$600.00 Deposit-for cleaning and\or damages

Half-day rates are work hour's 8:00 a.m. to 12 noon or 1:00 p.m. to 5:00 p.m. only. Anything else is considered a full day.

A non-refundable holding fee of \$25.00 will be required when booking and rental agreement is to be filled out.

Policy #4 - Cleaning Guidelines

Cleaning procedures for the Post Community Center must be followed and every step followed where applicable for renter. If these steps are not followed, renter's entire deposit will be withheld and an additional cleaning fee will be charged.

If renter chooses to have cleaning done by another party, renter is totally responsible for making those arrangements. Any cleaning required by the Community Center Staff caused by failure to renter to clean, will result in the loss of renter's entire deposit and additional fees for cleaning.

FOLLOW THESE EXACT STEPS OR ENTIRE DEPOSIT WILL BE WITHHELD

1. Cleaning must be completed by 10 am the following day. NO EXCEPTIONS.
2. All Tile areas rented must be swept and mopped. If the large tile area is rented, this will include the kitchen and back area.
3. Tile areas must be mopped with water and cleaning fluid (NO BLEACH OR PINESOL) stored in the mop closet beside the men's restroom in the back of the building.
4. All trash must be taken to the dumpster outside the building.
5. Kitchen countertops and sinks must be left clean.
6. Tables must be cleaned with soap and water or spray cleaner and neatly stacked in storage room.
7. Chairs and tables must be staked correctly and neatly in storage room.
8. Glass doors must be cleaned with spray cleaner.
9. Make sure all lights are off and no water is running.
10. Restrooms must be well sanitized. Toilets must be cleaned, countertops wiped clean, mirrors cleaned with glass cleaner, sinks cleaned with Porcelain Plus or other suitable cleaner.

THE PROCEDURE USED IN CLEANING THE RESTROOMS IS THE MOST IMPORTANT. DUE TO THE CONCERN WE ALL HAVE FOR HIV AND OTHER TRANSMITTABLE DISEASES, RESTROOMS SHOULD BE AS CLEAN AS POSSIBLE.

1. Wear gloves when cleaning.
2. Use toilet brush to scrub bowls. Porcelain Plus is the best cleaner to use, but Pine-Sol or any disinfectant will work.
After bowl and lid have been scrubbed and wiped clean, they are for the most part disinfected. To protect against the possibility of HIV

. (AIDS virus), spray the lid top, lid bottom and bowl with Power Foam. Do not wipe this spray off, leave it to dry.

3. Do not skip any of these steps!!! Power Foam will only work when applied after disinfectant such as the Porcelain Plus or other cleaners.

Policy #5 - Required Security at Events with Alcohol

1. If alcoholic beverages are to be consumed at any Community Center event, it is the responsibility of the Renter to arrange with the Sheriffs' Department for local law enforcement to be present at all times during the event.

A minimum of two (2) officers are required if:

- 100 or fewer attendees at the event

A minimum of three (3) officers are required if:

- More than 100 people are expected at the event.
- Security agreement must be returned to Community Center Director no later than 5 days before the event. Security has to be paid 1 week before the event.
- Officers will have full rights to end a party at any time in the event of a disruption. In the event that the event is shut down early there will be **No Refunds** from anyone.
- If Officers have to expel someone from the party they are not allowed back in that night.

In addition to the above, the Renter acknowledges that he is aware that Texas law does not allow a minor (a person under the age of 21) to possess or consume alcoholic beverages unless such minor is in the visible presence of his adult parent, adult legal guardian or adult spouse. It is the responsibility of the Renter to insure that this Texas Law is not violated during the event and to cooperate with any law enforcement officers present.

A VIOLATION OF THE ABOVE POLICY WILL CAUSE TERMINATION OF THE EVENT AND FORFEITURE OF ENTIRE DEPOSIT.