



Rental Policies

Deposits

A deposit for the rental of all or a portion of the CAC is required along with rental agreement and full payment. A \$200 deposit is required to reserve a portion of the CAC, and \$500 deposit is required to reserve the entire facility for a lock-in. The deposit will be refunded if the area used has been left in good order and all conditions of the rental permit have been met. Deposits may be reduced due to any and all damage caused by user or user's guests. CAC staff is available at the conclusion of your rental to help you receive your full deposit. They will fill out the facility check-out form and process the refund of the deposit. Deposits will be refunded by the Town via check in 3 to 4 weeks or credited back to the credit card that was used.

Discounts

All current members of the CAC will be given a 10% discount off of the current resident rate for facility rentals. To receive the discount, the CAC Membership holder must have a current membership at the time of reservation and their membership must be current on the actual date of the facility rental.

Cancellation

In order to receive a full refund for a facility rental, notice must be given no less than 14 days prior to the date of the rental. If notice is not given 14 days prior to the rental date the full amount of the rental will be retained; however, the deposit will be refunded in full.

Kitchen

The kitchen is available to rent if you have another space reserved in the facility. Amenities include: microwave oven, convection oven, and an industrial size refrigerator/freezer.

Alcohol

No alcoholic beverages are allowed in the CAC at any time per Town ordinance.

Music

Music is allowed during rental hours provided that this has been previously agreed and noted in the rental permit. Noise level has to be kept down. Music and amplified sound should not be heard in other rooms in the CAC.

Security

In addition to the deposit, lessee may be required by Town staff to secure the services of one or more off-duty Flower Mound Police Officers for the duration of the event, at lessee's expense. Police staffing levels shall be determined by the Chief of Police or his/her designee. The minimum contract for an off-duty officer, as required by FMPD, is four (4) hours. All required police officers shall be present in the designated area prior to the event and throughout the event, until all guests have left the Town's facility. Additionally, CAC staff reserves the right to terminate an event if it is believed that the building is unsafe or the event has exceeded the anticipated number of attendees. In the event that a rental is terminated, the entire party will be asked to leave the CAC premises immediately. The entire deposit and all fees paid will be forfeited for violations of this policy.

Liability

All lessees agree to pay for any damage done to the facility, grounds, or furnishings by themselves, their guests, caterers, decorators, planners, florists, and/or delivery company during or pertaining to their rentals. Notification will be given to the lessee as soon as damages have been assessed. Lessee will be financially responsible for cost of repairs not covered by the deposit.

Fire

Due to fire regulations, room capacity set by the Fire Marshall will be strictly enforced.

- o Smoking is not allowed inside the building or outdoor pool.
- o Candles are prohibited.
- o Fog machines are not allowed.
- o Entrance and exit doors may not be obstructed.
- o Fireworks and explosive liquids are not allowed.
- o Only UL approved appliances and outlets are allowed.

Decoration

Use of nails, tacks, staples, or duck tape is prohibited on walls or furnishings. Use of confetti, glitter, silly string, sequins, or birdseeds inside the CAC or within 25 feet of building entryway is prohibited. Bubbles can be used outside the building only. All decorations must be taken down before lessee vacates the room(s).

Rental Hours

Rental hours include set-up and clean-up time. Lessee and/or other members of the lessee's party, caterers, florists, etc., will not be allowed in the assigned room(s) until the time specified on the rental permit. All decorations, food, and rental items must be removed from CAC premises at the end of the specified rental time. Any overage time will be rounded up to the quarter hour, charged at double the regular rental rate, and deducted from the deposit.

Set up

Tables and chairs are included with the rental fee. Lessee will be responsible for room set up if needed.

Clean up

Lessee is responsible for all necessary clean up during the scheduled reservation time. If needed, cleaning supplies will be made available for use by notifying a front desk staff member. All decorations, litter, and other debris must be disposed of properly in the trash receptacles provided. The kitchen must be cleaned after the rental including appliances, countertops, and sinks. User is responsible for contacting staff on duty in order to sign appropriate sign-out form. Please note that clean-up usually takes longer than 30 minutes. In order to keep from losing any of your deposit, we recommend that you allow 45 minutes to 1 hour for clean-up.

Children/Youth Party

All parties for minors (age 1 – 17) require one (1) adult chaperone per 10 minors. Minors/children must stay in the rented room(s) and not be left running in the hallway, lobby, and other places in the CAC.

Gym Rentals

The gym may be rented for sporting activities only, unless floor covering is rented. Food, drinks, and non-athletic shoes are permitted only with the rental of the floor covering.

Additional Amenities

Ice Machine Access	\$20
Projector and Screen	\$40
Television and DVD Player	\$20
Podium and Microphone	\$35
Floor Covering	\$150

Licensee Signature _____

Print Name _____

Date _____