

Community Center Reservation Policy

Reservations

- The City of Josephine Community Center can be reserved up to 6 months in advance on a first-come, first-served basis. Must be booked at least 48 hours in advance. The party renting the facility (lessee) must be at least 21 years of age.
- Proof of residency is required when signing the rental agreement, and the resident must remain on-site at all times.
- By signing the agreement, the lessee confirms that the reservation is for their own personal use and not for another individual or group.
- The lessee will be the main contact person for the duration of the event and is responsible for the actions of their guests.
- Lessee agrees to abide by all City, State, and Federal laws.
- Note that the reservation is for the City of Josephine Community Center only. The use of any surrounding City property is strictly prohibited.
- Staff has discretion regarding "parent drop-off" style events, which must comply with state laws and daycare licensing requirements.
- Physical activity-type events (e.g., fitness classes, sports practices) are not permitted at the Community Center
- Capacity is 175 & there are 38 dedicated parking spaces

Reoccurring Reservations

- Organizations may reserve the Community Center a maximum of 2 weekend events per calendar month.
- A weekend event is any event taking place on Friday, Saturday, or Sunday.

Deposit

- A deposit of \$150.00 is required at the time of reservation to secure event time and date.
- Deposits can be held in the case of recurring rentals upon request.
- The key must be picked up one business day prior to the rental date (at the latest) during regular business hours (Monday-Friday, 8:30 a.m. - 4:30 p.m. Failure to do so will result in the loss of rental fees previously paid and rental privileges.
- An insufficient check will negate the use of the facility for current and/or future rentals.



- Pending no damages and no violation of the contract, the deposit will be refunded within seven business days of the rental. Refunds will be mailed to the address on the contract, unless stated otherwise.

Fees

- Rental fees are due 24 business hours prior to the booking date. Please see the fee schedule to determine your booking event cost. The City of Josephine Community Center Management reserves the right to cancel and/or re-assign the Community Center to another rental party if payment is not received at this time.
- No portion of the rental fees will be refunded. (For rental rates, please see the Fee Schedule)
- Keys and cleaning checklist must be returned to City Hall on the first business day following the rental. Failure to do so will result in a \$100 deduction from \$150 deposit, therefore only \$50 would be returned.

Cancellation/Changes

- Reservation cancellations or changes will only be accepted directly from the lessee.
- All reservation cancellations must be made in writing to rentals@cityofjosephinetx.com at least 48 business hours prior to the rental and take effect on the date received.
- No phone cancellations will be accepted.
- No reservation changes will be accepted less than one week prior to the rental.
- All rental fees previously paid will be forfeited if the reservation is canceled less than 48 hours prior to the rental.

Rental Hours

- The Community Center may be rented on available weekdays and weekends during 7 a.m. - 11 p.m.
- Rental hours must include set-up and take-down time. Lessee is responsible for setting up tables and chairs as well as returning tables and chairs to the carts in the storage closet unless prior arrangements have been made.
- The lessee and/or other members of the rental party's group will not be allowed in the Community Center until the time specified on the agreement. It is the lessee's responsibility to notify all members of their party of the designated rental hours.
- A fee will be charged for each additional hour, or part of an hour, the building is occupied.



- The Community Center is open to the public for free every Tuesday and Thursday from 10 a.m. - 2 p.m.

Kitchen/Food

- The warming cabinet is available during rental hours, including the fridge and sink.
- The lessee may bring their own previously prepared food and drinks.

Alcohol/Smoking

- Alcoholic beverages are strictly prohibited in the Josephine Community Center or on any City property at any time.
- The use of controlled substances is also strictly prohibited in the Community Center and on any City property.
- Intoxicated individuals or those under the influence of substances will be asked to leave.
- Violators subject themselves to potential fines and prosecution

Decorations/Equipment

- The use of nails, tacks, tape, or adhesive of any kind is prohibited on walls or furnishings.
- All decorations must be taken down before the lessee vacates the Community Center.
- The use of bounce houses, slides, etc., is strictly prohibited. Open flames, including candles, are not allowed.
- Supplies and portable furniture for special events cannot be delivered before your scheduled rental time and must be retrieved immediately following the event within the time limits set in the reservation agreement. Storage is not available.
- 14 Circular & 3 Rectangular tables are available along with 84 chairs for use.
- Coffee airports are available for serving large groups
- 2-Tv's and a projector for presentations or entertainment are available for use
- A podium for speakers and announcements is already set for use. (Microphone not included)

Music

- Music is permitted in the Community Center but must remain at a respectful level. No loud music is permitted.

- The lessee and/or other members of the rental party's group (including musicians and DJs) must agree that the volume will be immediately lowered upon request of City Staff.

Clean Up and Damages

- The lessee is responsible for cleaning and removing any trash and decorations and turning off all lights. Any damages incurred during the rental must be reported immediately.
- The heating or air conditioning must be returned to prior set levels before vacating the Community Center.

Fire Provisions

- Smoking is not allowed inside or within 15 feet of the Community Center entrance/exits.
- Fog machines and sparklers (or the like) are not allowed.
- Entrance and exit doors may not be obstructed. In the case of an emergency.
- Due to fire regulations, the room capacity set by the Fire Marshal will be strictly enforced.
- Security Provisions and Event Security Staffing Requirements
- Security needs will be determined at the City's sole discretion and paid for by the lessee.
- Depending on the type of event, security may be required. An off-duty police officer must be hired if instructed, at the expense of the lessee.
- A Josephine officer can be requested if needed; however, availability is not guaranteed.

Liability

- The lessee agrees to be fully responsible for any damages that occur to the Community Center facility, equipment, or property during their rental period. Any damage identified by City staff after the event will be assessed, and the cost of repairs or replacement will be billed directly to the renter as a pass-through expense. Failure to remit payment may result in additional penalties, including denial of future rental privileges.
- If damages exceed the deposit amount, the lessee will be financially responsible for the cost of repairs. The lessee, or parties being allowed to use the premises, hereby indemnifies the City of Josephine, Texas, its elected and appointed officials,



employees, agents, and attorneys from and against all claims, liabilities, and damages to property and persons arising from the use of the premises or any defects therein.

Fee Schedule

Rental Deposit \$150.00 - Required to secure booking date.

Josephine Utility Customers	\$50 for initial 4 hours - Weekday (M-TH) \$75 for initial 4 hours - Weekend (FR-SUN) *Each additional hour would be \$12.50/HR
Non-Josephine Utility Customers	\$150 for initial 4 hours *Each additional hour would be \$37.50/HR
Josephine HOA's	\$75.00
Josephine non-profits	12 free events per calendar year
Non-returned or Lost Keys	\$100 (taken from deposit)
Damages that exceed the deposit	Actual Cost of repairs
Additional Cleaning Fee	\$60 (taken from deposit)

*Please note that while some organizations may not be charged a rental fee for using the facility, all rental reservations are still required to submit a deposit.

**To help maintain the quality and comfort of our Community Center for all guests, we ask that basic cleaning standards be met before checkout. If the property requires extra cleaning beyond normal use, the rental deposit will not be returned.