

Civic Center 2026 Proposed Fee Schedule

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Proposal Highlights

- ◆ Include Kitchen Fee in rental of Bluebonnet Hall and/or Ballroom
- ◆ Update rental time periods to Half-Day, Full-Day option only
- ◆ Increase overall pricing 15% (and round)
- ◆ Update discounts – remove multi day discounts, add Schertz resident & military discounts
- ◆ Change from Refundable Deposit to Reservation Fee (non-refundable) w/ cc on file

Include Kitchen Fee in rental of Bluebonnet Hall / Ballroom

[Utilization Report](#) ← Here

- ◇ In 2024: Ballroom Kitchen was rented approx. 39% of total rentals
- ◇ YTD 2025: Ballroom Kitchen is rented approx. 30% of total rentals
 - ◇ Current Kitchen price is \$300 (1/3 = \$100) raise full day ballroom price min of \$100
- ◇ In 2024: Bluebonnet Hall Kitchen was rented approx. 36% of total rentals
- ◇ YTD 2025: Bluebonnet Hall Kitchen was rented approx. 32% of total rentals
 - ◇ Current BBH Kitchen is \$100 (1/3 = \$33) raise BBH full day price min of \$33
 - ◇ BBH Rental price apply “full day” rental price to half day and increase full day rate
 - ◇ Most weekday events fall in the half day category, so we are hoping to increase the available times/dates to take in more reservations by shifting the event times.

Update rental time periods to Half-Day/ Full-Day

- ◇ Rental is currently 12 hours or 7 hours
 - ◇ Some 7 hour rentals take place in the middle of the day making remaining day un-rentable.
 - ◇ Update to half day AM/PM (7am-3pm) or (4pm-12am) 8 hours with a minimum one hour between for staff reset.
 - ◇ Full day rental is available to the customer 8 am – 11 pm (15 hours).
 - ◇ If a customer is interested in a midday rental, they would be required to purchase the full day rate.
 - ◇ These time periods would apply to in-house events as well.

Increase overall pricing 15%

Value added by increasing number of hours in rental as well as kitchen included. +Resident discount opportunity

Prices have not increased for 3 years. Price of Friday to meet demand. Link to → [Utilization Notes](#)

Civic Center - Grand Ballroom- (7,198 sq. ft)	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	Proposed Update Notes:
Regular Rentals (room only)						
Sunday, Full day	\$ 800.00	\$ 925.00	\$ 925.00	\$ 925.00	\$ 1,050.00	Full day rental 8 am - 11 pm (15 hours)
Sunday, Half day	\$ 450.00	-			\$ 600.00	Half Day rental (8 hours) 7 am - 3 pm / 4 pm - 12 am
Monday - Thursday, Full day	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 750.00	Full day rental 8 am - 11 pm (15 hours)
Monday - Thursday, Half day	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 400.00	Half Day rental (8 hours) 7 am - 3 pm / 4 pm - 12 am
Friday, Full Day	\$ 800.00	\$ 925.00	\$ 925.00	\$ 925.00	\$ 1,900.00	Full day rental 8 am - 11 pm (15 hours)
Friday, Half Day					\$ 1,200.00	Half Day rental (8 hours) 7 am - 3 pm / 4 pm - 12 am
Saturday, Full day (half day not available)	\$ 1,800.00	\$ 1,975.00	\$ 1,975.00	\$ 1,975.00	\$ 2,200.00	Full day rental 8 am - 11 pm (15 hours)

Civic Center - Bluebonnet Hall- (2,500 sq ft)	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	Proposed Update Notes:
Regular Rentals						
Friday/Sunday, Full day	\$ 400.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 600.00	Full day rental 8 am - 11 pm (15 hours)
Friday/Sunday, Half day	\$ 200.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 375.00	Half Day rental (8 hours) 7 am - 3 pm / 4 pm - 12 am
Monday - Thursday, Full day	\$ 250.00	\$ 275.00	\$ 275.00	\$ 275.00	\$ 525.00	Full day rental 8 am - 11 pm (15 hours)
Monday - Thursday, Half day	\$ 125.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 275.00	Half Day rental (8 hours) 7 am - 3 pm / 4 pm - 12 am
Saturday, Full day (half day not available)	\$ 700.00	\$ 775.00	\$ 775.00	\$ 775.00	\$ 850.00	Full day rental 8 am - 11 pm (15 hours)

Update Discounts

Resident Driven Discounts

*Link to → [discount data](#)

Discount/Special Rates		
Frequent Renters 25% discount (Must rent at least 12 times calendar year)	DELETE	Frequent renters are not generally personal resident use
Multiple Day Renters 25% discount (Must rent two or more consecutive days)	DELETE	Multi day renters are not generally personal resident use
Day before setup - 50% of regular room rate (only in ballroom or entire Civic Center)	DELETE	Day before set up are generally not personal resident use. PM Half Day rental would be offered as an alternative.
Non-Profits 25% discount - rent only	15%	Discount lowered to meet local average open to all/any non-profits
Schertz Residents Renter only- 20%	20%	Discount available for Schertz Residents as a renter
Military - 15% with ID	15%	Available to active/retired military as a renter

Refundable Deposit to Reservation Fee

To help cut down on long term holds on space and cancellations

- ◇ 2025 Ballroom: \$500 refundable deposit
- ◇ 2026 proposed: \$200 reservation fee, goes towards balance of the event, non-refundable + cc on file for damage
 - ◇ If no cc, additional \$300 refundable deposit in cash/check/debit
- ◇ 2025 Bluebonnet Hall: \$200 refundable deposit
- ◇ 2026 Proposed: \$100 reservation fee, goes towards balance of the event, non-refundable + cc on file for damage
 - ◇ If no cc, additional \$200 refundable deposit in cash/check/debit

Other Proposed Changes

Less notable changes include:

- ◇ Updating cleaning fee GBR \$300 / BBH \$150 / Kitchen \$150
- ◇ Small increases to Auxiliary items, and including others such as Microphone
- ◇ Early open GBR \$150 / BBH \$75
- ◇ Sunset use of dance floor in packages, will cut labor, and possible injury
- ◇ Community Center / North Center AV rentals increase
- ◇ Beverage Service: specify iced water + coffee (no bottled drinks)
- ◇ HOA meetings: specify 3 hour maximum, no change in rate

