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## MEMORANDUM

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**To:** Williamson County Commissioner's Court  
Joe Latteo, Facilities and Maintenance Director

**From:** Mary Clark, Executive Assistant to Commissioner Birkman

**Date:** April 25, 2008

**Subject:** Community Room Rentals – Prices & Policies

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### **ROUND ROCK LIBRARY**

- Prices
  - 1400 square feet: holds 125 people auditorium style, 60 classroom style
    - Resident/nonprofit: \$15/2hrs., \$15/hr. for additional use
    - Non-resident/non profit: \$20/2hrs., \$20/hr. for additional use
    - Resident/private: \$70/2hrs., \$70/hr. for additional use
    - Non-resident/private: \$90/2hrs., \$90/hr. for additional use
  - 2800 square feet: holds 250 people auditorium style, 120 classroom style
    - Resident/nonprofit: \$25/2hrs.
    - Non-resident/non profit: \$32/2hrs.
    - Resident/private: \$100/2hrs.
    - Non-resident/private: \$125/2hrs.
- Policies
  - Open Sun.-Sat. 7am-10:30pm
  - May only be used one time per month for each rate
  - First come, first serve basis
  - Individuals or groups responsible for own set up and tear down
  - Kitchen available for heating/re-heating catered foods; not for full meal preparation
  - Tables and chairs available by room
  - No smoking, alcoholic beverages, or recreational drug use
  - Nothing can be attached to walls
  - Open flames including candles prohibited

## **BRUSHY CREEK COMMUNITY CENTER**

- Prices
  - Resident: \$60/2hrs.
  - Non-resident: \$95/2hrs.
  - Kitchen available for \$30/2hrs.
- Policies
  - Open Mon.-Fri. 5:30am-3pm, Sun. 10am-6pm
  - \$50 deposit required 120 days prior
  - No smoking
  - Set up and tear down time part of total rental time
  - No open flames

## **CEDAR PARK LIBRARY**

- Prices
  - Youth events: Minimum of \$10/2hrs.
  - Civic and community oriented: Minimum of \$50/2hrs.
  - Non commercial and commercial: Minimum of \$100/2hrs.
  - Refundable \$150 cleaning/damage fee
- Policies
  - Open weekdays 9am-11pm, weekends 9am-5pm
  - City and County use takes priority
  - No smoking
  - No food or beverages
  - No decorations may be attached to walls

## **WILLIAMSON COUNTY URS**

- Prices
  - Non-profit: no fee
  - Profit organizations: \$75 flat rate
  - Kitchen: \$50 extra
- Policies
  - No parties
  - No alcoholic beverages
  - Nothing that includes selling products. Ex: Craft shows

## **LEANDER LIBRARY**

- Prices
  - Resident/nonprofit: \$50/2hrs.
  - Non-resident/non profit: \$75/2hrs.
  - Resident/organization: \$125/2hrs.
  - Non-resident/organization: \$150/2hrs.

- Policies
  - Open Mon.-Thur. 9am-9am, Fri.-Sat. 9am-7pm, Sun. 12-6pm
  - User responsible for set up and tear down
  - Refundable \$150 cleaning/damage fee

## **GEORGETOWN LIBRARY**

- Prices
  - Classroom: holds 40 people
    - Resident: \$20/2hrs. \$10 per additional hour. \$60/6+hrs.
    - Non-resident: \$40/2hrs. \$20 per additional hour. \$120/6+hrs.
    - Nonprofit 501(c)3: \$10/2hrs. \$5 per additional hour. \$30/6+hrs.
    - Commercial: \$40/2hrs. \$20 per additional hour. \$120/6+hrs.
    - Security deposit: \$50
  - Hewlett or Friends room: holds 200 people
    - Resident: \$40/2hrs. \$20 per additional hour. \$20/6+hrs.
    - Non-resident: \$80/2hrs. \$40 per additional hour. \$240/6+hrs.
    - Nonprofit 501(c)3: \$20/2hrs. \$10 per additional hour. \$60/6+hrs.
    - Commercial: \$100/2hrs. \$50 per additional hour. \$300/6+hrs.
    - Security deposit: \$100
  - Hewlett and Friends room: Holds 400 people
    - Resident: \$80/2hrs. \$40 per additional hour. \$240/6+hrs.
    - Non-resident: \$160/2hrs. \$80 per additional hour. \$480/6+hrs.
    - Nonprofit 501(c)3: \$40/2hrs. \$20 per additional hour. \$120/6+hrs.
    - Commercial: \$200/2hrs. \$100 per additional hour. \$600/6+hrs.
    - Security deposit: \$150
- Policies
  - Rooms available 8am-11pm
  - Rooms may be rented no more than once a month
  - Red Poppy Café Company will provide food and beverage services. Only if service is declined or permission is received from the library director may outside food and beverages be brought in.
  - All fees are due at time of reservation. No refunds made for cancellation less than one week prior to scheduled use. Checks should be made payable to City of Georgetown.
  - No rental fees for events that are sponsored by the library or City of Georgetown.
  - If meeting goes longer than 15 minutes over, an additional hour will be charged.
  - Individuals or groups are responsible for setting up and returning room to its original configuration.
  - Any Advertising or printed material of events or programs sponsored by the renter must contain the following statement: THIS EVENT IS NOT AFFILIATED WITH OR SPONSORED BY THE GEORGETOWN PUBLIC LIBRARY OR THE CITY OF GEORGETOWN.
  - No activities may be held outside of the room rented.
  - No candles or open flames allowed in meeting rooms.
  - No decorations may be attached to walls or ceilings.

- Equipment rental fees
  - LCD Projector: \$25 per meeting
  - TV with DVD & VCR: \$10 per meeting
  - Overhead projector: \$5 per meeting

## **FERN BLUFF MUD**

- Prices
  - Bluff room: holds 25 people
    - Resident and nonprofit: \$10/hr. \$200 security deposit.
    - Non-resident: \$35/hr. \$400 security deposit.
  - Brook room: holds 50 people
    - Resident and nonprofit: \$15/hr. \$250 security deposit.
    - Non-resident: \$75/hr. \$500 security deposit.
  - Bluff and Brook rooms: holds 75 people
    - Resident and nonprofit: \$25/hr. \$300 security deposit.
    - Non-resident: \$100/hr. \$600 security deposit.
  - Canyon room: holds 125 people
    - Resident and nonprofit: \$35/hr. \$300 security deposit.
    - Non-resident: \$150/hr. \$600 security deposit.
  - Canyon and Brook rooms: holds 150 people
    - Resident and nonprofit: \$50/hr. \$400 security deposit.
    - Non-resident: \$175/hr. \$800 security deposit.
  - Entire Facility: holds 275 people (160-180 for dinner seating)
    - Resident and nonprofit: \$60/hr. \$500 security deposit.
    - Non-resident: \$200/hr. \$1000 security deposit.
- Policies
  - Canyon room or entire facility, 6hr. minimum on Friday or Saturday.
  - Canyon room includes dance floor (if moved fee is charged).
  - If room is not clean \$250 clean-up fee will be charged.
  - Kitchen rental is on a first-come, first-serve basis.
  - Sheriff hourly charge of \$26/hr. will be required of duration of event if alcohol will be served.
  - Amenities available:
    - Kitchen: \$20
    - Move dance floor: \$250 for setup
    - TV: \$50
    - Projector screen: \$50
    - Optional setup of tables and chairs:
      - Canyon Room or Entire Facility: \$250
      - Bluff and/or Brook Room: \$150

## **WILLIAMSON COUNTY COURTHOUSE**

- Prices
  - Conference Room: holds 10 people
    - \$25 per hour, 2 hour minimum, 4 hour maximum.
    - \$100 security deposit.

- \$25 per half-hour past time agreed upon in contract will be deducted from deposit.
- District Courtroom: holds 200 people
  - \$150 per hour.
  - \$300 security deposit.
  - \$150 per half-hour past time agreed upon in contract will be deducted from deposit.
  - \$25 per hour for adjacent changing room.
- Commissioners Courtroom: holds 100 people
  - \$100 per hour.
  - \$300 security deposit.
  - \$100 per half-hour past time agreed upon in contract will be deducted from deposit.
- Policies
  - All rental fees due 30 days prior to event.
  - Additional fees will be charged for hours necessary for set-up, clean-up, rehearsals, or other activities.
  - A licensed Sheriff's Deputy is mandatory for groups over 75 and any event between 6pm and 10pm, or if alcohol is being served.
  - Sheriff's Deputies are \$40 per hour.
  - No smoking, candles or open flames. Supervised caterer flames are allowed.
  - Activities must be confined to room(s) dedicated to the event.
  - Weapons are not permitted in the Courthouse.
  - No set-up closer than 2 feet from the wall.
  - No stapling, taping, or tacking banners or decorations to walls.
  - No combustible materials, sparklers, water-related displays, smoke or fog machines.
  - No tinsel, glitter, confetti, rice, birdseed, hay, hay bales, helium-filled balloons, stickers, or silly string.
  - Professional vendors may bring in balloons.
  - No amplified music or bands.
  - All food and beverages must be approved by the museum.

## **GEORGETOWN COMMUNITY CENTER**

- Prices
  - Whole Building: holds 440 people
    - Resident: Mon.-Thurs. \$500, Fri.-Sun. \$600.
    - Non-Resident: Mon.-Thurs. \$700, Fri.-Sun. \$800.
    - Non-profit: Mon.-Thurs. \$250, Fri.-Sun. \$250
    - Commercial: Mon.-Thurs. \$800, Fri.-Sun. \$900.
  - Half Building: holds 220 people
    - Resident: Mon.-Thurs. \$250, Fri.-Sat. \$350.
    - Non-Resident: Mon.-Thurs. \$350, Fri.-Sat. \$450.
    - Non-profit: Mon.-Thurs. \$100, Fri.-Sat. \$150.
    - Commercial: N/A
  - Half Building with Courtyard
    - Resident: Mon.-Thurs. \$275, Fri.-Sun. \$375.
    - Non-Resident: Mon.-Thurs. \$375, Fri.-Sun. \$475.

- Non-profit: Mon.-Thurs. \$125, Fri.-Sun. \$175.
- Policies
  - Keys will not be issued without signed contract and valid identification.
  - \$500 deposit, \$1000 with alcohol or dances.
  - Non-profit renters must provide a copy of non-profit status.
  - No thumbtacks, tape, staples, or glue is allowed to attach decorations to walls or tables and chairs.
  - No tape on floor.
  - No decorations may be hung from beams.
  - Fog machines are not allowed.
  - No glass bottles less than 1 quart.
  - No propane tanks allowed in building. BBQ pits available behind the building.
  - Music permitted inside only.
  - No smoking within 15 feet of the entrance.
  - No animals allowed.
  - Unauthorized intoxicants, drugs, controlled substances, and firearms are prohibited.
  - Existing City of Georgetown signs may not be removed or relocated.
  - Set up and clean up are included in the total rental time.
  - Kitchen must be cleaned.
  - Trash bags, brooms, and mops are available for use in the janitor's closet.
  - Tables and chairs must be wiped down and returned the storage area.
  - All equipment, decorations, food or other items brought in by the renter or attendees must be removed prior the end of the rental period.
  - Building must be left clean and orderly. Trash must be placed behind the building in the dumpster and any excess debris, water, etc. must be swept and/or mopped up.
  - All lights must be turned out.
  - All doors must be closed and locked.

### **KINNINGHAM AND RABB CENTERS**

- Prices
  - Resident: \$200/4hrs. \$15 per additional hour. \$100 refundable litter damage.
  - Non-resident: \$225/4hrs. \$20 per additional hour. \$100 refundable litter damage.
- Policies
  - Initial four hours must include set up and clean up.

### **ALLEN R BACA CENTER**

- Prices
  - Grand Meeting Room (includes kitchen): holds 465 people
    - Resident weekday: 1hr. rental \$65. 4hrs. \$195. Additional hours \$60.
    - Resident weekend: 1hr. \$110. 4hrs. \$330. Additional hours \$90.
    - Non-resident weekday: 1hr. \$110. 4hrs. \$330. Additional hours \$90.
    - Non-resident weekend: 1hr. \$160. 4hrs. \$480. Additional hours \$130.
    - Security deposit: \$350.
  - Meeting Room #1 or #2: holds 77 people

- Resident weekday: 1hr. \$20. 4hrs. \$60. Additional hours \$15.
- Resident weekend: 1hr. \$35. 4hrs. \$105. Additional hours \$25.
- Non-resident weekday: 1hr. \$35. 4hrs. \$105. Additional hours \$25.
- Non-resident weekend: 1hr. \$60. 4hrs. \$180. Additional hours \$50.
- Security deposit: \$50.
- Computer Lab: holds 15 people
  - Resident weekday: 1hr. \$15. 4hrs. \$45. Additional hours \$10.
  - Resident weekend: 1hr. \$25. 4hrs. \$75. Additional hours \$20.
  - Non-resident weekday: 1hr. \$25. 4hrs. \$75. Additional hours \$20.
  - Non-resident weekend: 1hr. \$40. 4hrs. \$120. Additional hours \$30.
  - Security deposit: \$1000
- Arts and Crafts Room: holds 30 people
  - Resident weekday: 1hr. \$20. 4hrs. \$60. Additional hours \$25.
  - Resident weekend: 1hr. \$25. 4hrs. \$75. Additional hours \$20.
  - Non-resident weekday: 1hr. \$25. 4hrs. \$75. Additional hours \$20.
  - Non-resident weekend: 1hr. \$40. 4hrs. \$120. Additional hours \$30.
  - Security deposit: \$50
- Aerobics Room
  - Resident weekday: 1hr. \$20. 4hrs. \$60. Additional hours \$25.
  - Resident weekend: 1hr. \$35. 4hrs. \$105. Additional hours \$25.
  - Non-resident weekday: 1hr. \$35. 4hrs. \$57. Additional hours \$25.
  - Non-resident weekend: 1hr. \$55. 4hrs. \$165. Additional hours \$45.
  - Security deposit: \$50
- Weight Room
  - Resident weekday: 1hr. \$30. 4hrs. \$90. Additional hours \$25.
  - Resident weekend: 1hr. \$45. 4hrs. \$135. Additional hours \$40.
  - Non-resident weekday: 1hr. \$45. 4hrs. \$135. Additional hours \$40.
  - Non-resident weekend: 1hr. \$75. 4hrs. \$225. Additional hours \$65.
  - Security deposit: \$1000
- Dining Room: holds 350 people
  - Resident weekday: 1hr. \$50. 4hrs. \$150. Additional hours \$45.
  - Resident weekend: 1hr. \$64. 4hrs. \$225. Additional hours \$65.
  - Non-resident weekday: 1hr. \$75. 4hrs. \$225. Additional hours \$65.
  - Non-resident weekend: 1hr. \$130. 4hrs. \$225. Additional hours \$115.
  - Security deposit: \$200
- Billiard Room: holds 15 people
  - Resident weekday: 1hr. \$15. 4hrs. \$45. Additional hours \$10.
  - Resident weekend: 1hr. \$20. 4hrs. \$60. Additional hours \$15.
  - Non-resident weekday: 1hr. \$20. 4hrs. \$60. Additional hours \$15.
  - Non-resident weekend: 1hr. \$30. 4hrs. \$90. Additional hours \$20.
  - Security deposit: \$500
- TV/Game Room: holds 20 people
  - Resident weekday: 1hr. \$15. 4hrs. \$45. Additional hours \$10.
  - Resident weekend: 1hr. \$20. 4hrs. \$60. Additional hours \$15.
  - Non-resident weekday: 1hr. \$20. 4hrs. \$60. Additional hours \$15.
  - Non-resident weekend: 1hr. \$30. 4hrs. \$90. Additional hours \$20.
  - Security deposit: \$500
- Grand Room, Meeting Rooms 1&2, and kitchen: holds 510 people
  - Resident weekday: 1hr. \$100. 4hrs. \$300. Additional hours \$90.

- Resident weekend: 1hr. \$165. 4hrs. \$495. Additional hours \$150.
- Non-resident weekday: 1hr. \$165. 4hrs. \$495. Additional hours \$150.
- Non-resident weekend: 1hr. \$270. 4hrs. \$810. Additional hours \$235.
- Security deposit: \$500

Grand Room, Meeting Rooms 1&2, kitchen, billiard, and TV/game rooms:  
holds 564 people

- Resident weekday: 1hr. \$130. 4hrs. \$300. Additional hours \$120.
- Resident weekend: 1hr. \$205. 4hrs. \$615. Additional hours \$175.
- Non-resident weekday: 1hr. \$205. 4hrs. \$615. Additional hours \$175.
- Non-resident weekend: 1hr. \$330. 4hrs. \$990. Additional hours \$300.
- Security deposit: \$1000

- Policies

- Weekend rates begin Friday at 5pm and run through Sunday.
- Two Round Rock Police officers must be on duty if alcohol is being served. \$90/hr. will be charged.