

## Community Center Rental FAQs

### 1. How much does it cost?

	<b>Residents Personal Use</b>	<b>Non-Residents Personal Use</b>
<b>1 Club Room</b>	\$30/hr	\$60/hr
<b>2 Club Rooms</b>	\$60/hr	\$120/hr
<b>3 Club Rooms</b>	\$90/hr	\$180/hr
<b>Conference Room</b>	\$20/hr	\$40/hr

### 2. How do I make a reservation?

The following must be submitted to the Community Center Coordinator at least 10 days prior to your event:

Reservation Request Form  
Credit Card Agreement Form

Once the Community Center Coordinator has received all required documents, you will receive a confirmation email. The waivers in your confirmation email must be signed and submitted by the Community Center Coordinator at least 10 days prior to your event or else will be cancelled.

### 3. How many people does each room hold?

46 person maximum capacity per room; this is simply based on fire code, so we will not allow more than that per room; however, once you get your furniture, food, decorations, etc. in the room, 46 people would be very tight; I'd recommend 30-35 people per room.

### 4. I am not a Circle C resident, but my friend is and will be attending the party.

Non-residents must pay the non-resident rate. If a Circle C resident is willing to put the reservation under their name and be responsible for the event, we will give them the resident rate. The resident will then be responsible for any charges, must be present for the entire reservation, and must sign all applicable forms (the credit card agreement form may be filled out and paid by someone else).

### 5. How much does the kitchen cost?

The kitchen is free of charge and is first come, first serve. Please keep in mind that the kitchen is simply a prep kitchen. It does not have a stove or oven. All food must be prepared off site.

**6. Can we serve alcohol?**

Yes, you can serve alcohol at your event at the Community Center. However, it must be served by a TABC certified bartender. The current and valid TABC certificate must be submitted to the Community Center Coordinator at least 10 days before the event, and the bartender must also present it upon entering the building the day of the event. Otherwise, alcohol may not be served.

**7. Can we use the pool during our reservation?**

No, the two spaces are completely separate. Just because you have reserved the inside space at the Center does not mean that you and your guests have access to the pool. You may either reserve just the inside space, just the outside pool space (which may be booked through the Swim Center staff), or you may use the inside space and once you are completely cleaned up and out of the building then you may move the party outside for the second half of your party. If you would like to do the third option, you must have the inside part of the party first. We cannot have wet kids running through the building; it is a liability issue.

**8. Can I have a bouncy house?**

No, bouncy houses are not permitted on any CCHOA property. Our insurance will not allow it.

**9. What else is not allowed?**

Face painting, confetti, rice, glitter, petting zoos, bouncy houses, candles (temporary birthday candles on a cake are allowed), tiki torches, outside bbq grills, open flames of any kind, fog machines, and bubble machines are not allowed. If there is anything that you are unsure of that is not listed, please contact us first.

**10. Can I have a piñata?**

Yes, but you will be fully responsible for cleaning it up entirely. All candy and all paper from the piñata must be fully cleaned up or else you will incur charges for additional clean up time. The piñata can be hung from the big tree in front of the building.

**11. Do you provide furniture?**

We offer the following furniture at the CCCC for no extra cost:

128 chairs

18 30" x 72" rectangular tables (seats 4-6 people comfortably)

10 60" round tables (seats 6 people comfortably)

When you make your reservation, you will notate what you would like to include for your reservation. We do not provide linens.

**12. Will the room be setup for me when I arrive?**

We will place your requested furniture in the room but in no particular arrangement. You are responsible for arranging the room to your liking.

**13. Can I come in early to set the room up? What if we go over the reserve end time?**

No, your requested reservation time must include your setup and clean up time. You will not have access to the building until your reservation start time, and you must be cleaned and out of the building by your reservation end time to prevent late fees.

**14. Do I get a refund if we leave the building early?**

No. The time that you reserved is the minimum time that you are required to pay, regardless of whether or not you arrived to the building late or left the building early.

**15. What am I required to do for clean up?**

If this is a staffed event, our staff will take care of the bulk of the cleaning. You are only required to gather everything you brought in (food, drink, decorations, etc.) and make sure you take it with you upon your exit. **You are also required to gather all the trash and take it out to the dumpsters here on site in the parking lot.** Our staff will take care of everything else (vacuuming, wiping down tables and chairs, bathrooms, etc.).

**16. What is the cancellation policy?**

Your credit card will be automatically charged for the room rental fee 10 days prior to your event. If you cancel before that time, you will not lose anything. If you cancel after the payment has already been processed, we can still give you a full refund (minus a \$10 processing fee) as long as you give us 72 hours' notice. If you cancel within less than 72 hours before your event, your rental fee will be forfeited.