

# Circle C Community Center Reservation Packet

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*The following are the guidelines set forth by the Circle C Homeowners Association for the Circle C Community Center. Member should read this information in its entirety prior to submitting paperwork. When you make a reservation, you agree to follow all policies and rules contained in these guidelines, noncompliance will result in non-negotiable penalty fees.*

Reservations are made by completing the last two pages of this reservation packet and submitting them to the Community Center Coordinator. A reservation cannot be “penciled” in nor can an available date be “held” for any reason, incomplete paperwork will not be accepted. All reservations are made based on a first come, first serve basis. A minimum of at least 10 days’ notice is required for all reservations, provided there is availability. An event is not finalized until the host receives a confirmation from the Coordinator. Availability can be checked by calling or emailing the Community Center Coordinator.

This Reservation Packet can be picked up at the HOA office located at 7817 La Crosse Avenue (Corner of Spruce Canyon & La Crosse) during designated business hours, Mon-Fri 9am-5pm, or can be downloaded from our website at [www.circlecranch.info](http://www.circlecranch.info). Completed packets should be emailed to the Community Center Coordinator at [sarah@circlecranch.info](mailto:sarah@circlecranch.info), faxed to 512-288-6488, or dropped off at the HOA office during business hours; please use the outdoor drop box if after hours.

## Event Purposes

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1. Private Event
  - a. Examples include meetings, seminars, parties, showers, banquets, weddings, etc.
    - i. The Community Center Coordinator **must** be notified and approve of all outside vendors or entertainment.
    - ii. These types of events are almost always staffed by an HOA staff member. Staff does not assist with event set up or clean up. They are here to ensure that the building policies and rules included in this packet are followed. It is up to the discretion of the Community Center Coordinator to assign staff to any reservation.
  - b. These events are usually private and not open to all Circle C residents.
  - c. Resident and non-resident rates apply.
2. Public Long-Term Rentals
  - a. Examples include fitness classes, local club meetings, youth classes and camps, etc.
  - b. These events are public to the community and reoccur for an extended period of time.
  - c. Rentals that reserve 10 hours in one month or 24 hours over the course of 6 months are eligible to receive a long-term discounted hourly rate. No discounts will be given to events booked on Friday evenings, Saturdays, or Sundays. Contact the Community Center Coordinator for more details about long term rentals.

## Eligibility

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1. Residents
  - a. Residents pay the regular resident fee for reservations. Residents include:
    - i. Homeowners
    - ii. Renters (must have signed rights to amenities)
  - b. Residents who are current on their HOA dues are eligible to rent the Community Center.
2. Non-Residents
  - a. Non-Residents will pay the non-resident rental rate.

The person making the reservation must be at least 21 years of age. Residency will be based on this person solely. All forms must be signed by this person. This person is held responsible for the reservation and will be held liable for any damages. This person must be present during the entire reservation, penalty fees will be assessed for non-compliance.

Persons with outstanding balances or who did not follow these guidelines during prior reservations are not eligible to reserve space.

## Reservation Rates & Times

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Reservations will not be accepted with less than 10 days' notice. Time extensions will not be allowed the day of the event, a substantial fee will be assessed if your event exceeds your reservation end time. Overnight bookings are not permitted.

	<b>Resident Rate</b>	<b>Non-Resident Rate</b>
1 Club Room	\$40/hr	\$80/hr
2 Club Rooms	\$80/hr	\$160/hr
3 Club Rooms	\$120/hr	\$240/hr
Conference Room	\$30/hr	\$60/hr

Reservations can be made **Sunday-Thursday (8am-8pm), Friday & Saturday (8am-10pm)**.

All reservations must be made with a two hour minimum rental time, with the exception of the conference room, which can be made with a one hour minimum reservation. Once the hourly minimum is met reservation times can be made on the half hour.

Reservation requests should include your entry time (to setup, decorate etc.), your event duration and your cleanup/exit time. You are responsible for cleanup tasks post event, you should allow enough time to not only remove décor and personal belongings but also to wipe down tables and kitchen counters, vacuum carpets, take your trash to the dumpster, etc.

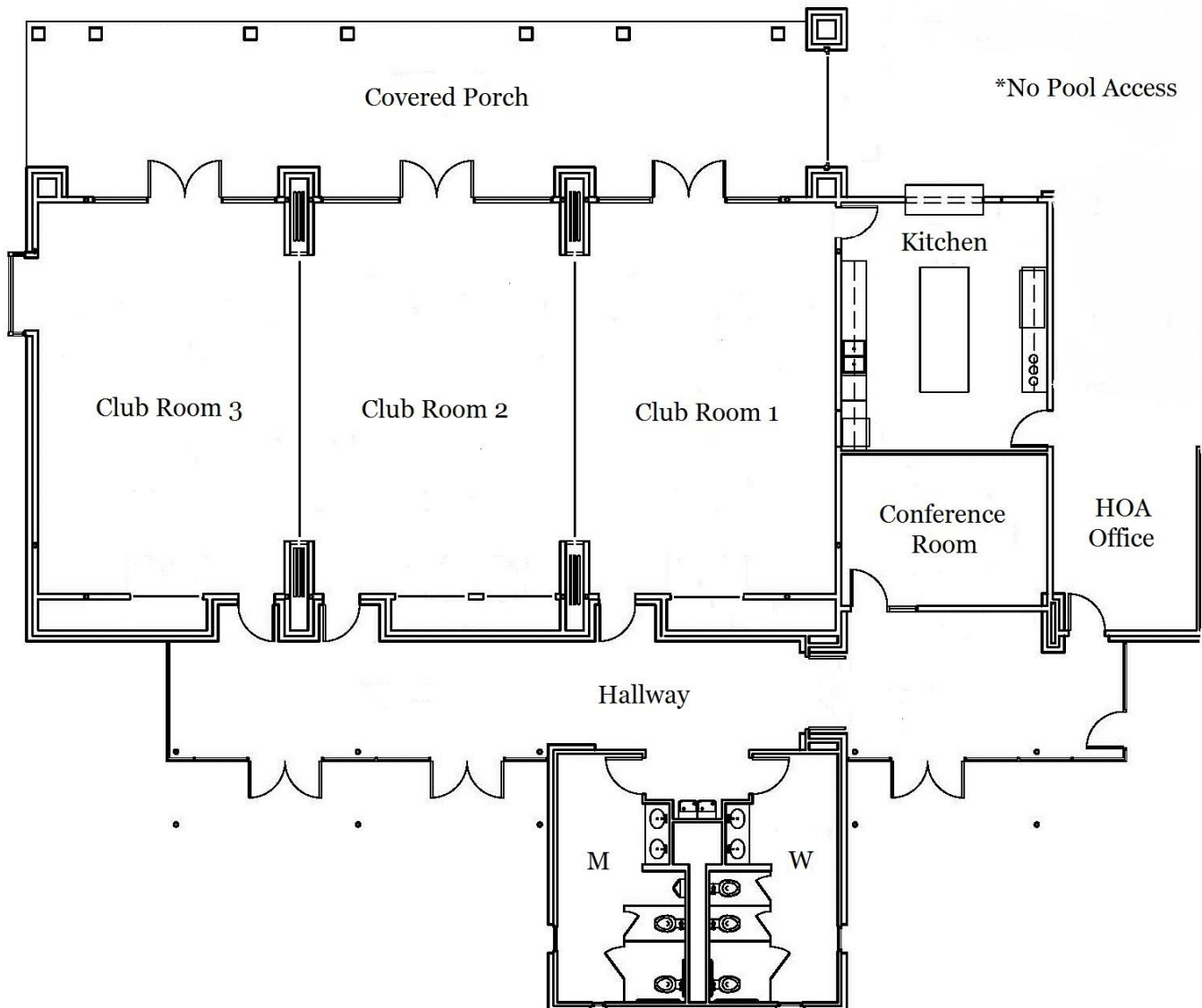
The Community Center is not available to rent during the following holidays: New Year's Eve, New Year's Day, Easter Sunday, Memorial Day, 4<sup>th</sup> of July, Labor Day, Halloween, Thanksgiving Eve, Thanksgiving Day, Christmas Eve, Christmas Day.

# Reservation Rooms

- Club Room 1 (direct access to kitchen)
- Club Room 2
- Club Room 3
- Conference Room

The Club Rooms are separated by collapsible partition walls. Reservations may include one room, two rooms, or all three. Each Club Room is approximately 697 sq. ft (22.5' x 31'). The space of all three rooms combined without dividers is approximately 2,093 sq. ft (68.5' x 31'). Per City of Austin Fire Department guidelines, each room will hold a maximum of 46 people standing or seated without tables. When the facility is reserved in its entirety (all three rooms, entry hall, and patios) the building will hold a maximum of 150 people.

The conference room is a quiet and private room that includes a long meeting table that seats 10 people. The conference room also includes a wall mounted 28-inch tv monitor that you can connect to your computer via HDMI for all your presentation needs. The facility has complimentary Wi-Fi however the CCHOA cannot guarantee the signal strength of said Wi-Fi. The conference room is intended for meetings, seminars, interviews, etc. This room is intended for adult use only and may not be used for children's programs of any kind. Food and drink are not permitted in the Conference room.



## Furniture & Equipment

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Tables and chairs are included in your reservation if requested. The Community Center offers the following (provided they are not already in use):

- ✚ 18 30" x 72" rectangular tables (seats 4-6 people comfortably)
- ✚ 12 60" round tables (seats 4-6 people comfortably)
- ✚ 128 chairs

Tables and chairs are provided on a first come, first serve basis. Members are responsible for arranging the furniture in the room to their liking for their event. Linens are not provided. You may bring in outside vendors for extra chairs, tables, and linens.

The following equipment is available for rent from the Community Center to be used during events:

- ✚ Small Speaker w/ Microphone and Auxiliary Chord (\$25)
- ✚ Projector & Screen (\$35)
- ✚ Both sets of equipment can be rented for \$50.

All the equipment is provided on a first come, first serve basis. The equipment package includes setup, break down, and full use of the equipment for the duration of your reservation. HOA staff can help you with basic introductory instructions on how to use the equipment should you need assistance.

Free Wi-Fi access is provided to reservations the day of their event. The CCHOA **CANNOT** guarantee the signal strength of the Wi-Fi service provider.

## Additional Space

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The kitchen is available for reservations. The kitchen includes a large refrigerator, small freezer, sink, microwave, and large island counter. Our kitchen does not include an oven or stove. Only pre-made food is allowed in the building. Food cannot be prepared on site. Outside caterers are allowed; Member must notify HOA staff if food is being brought in and by whom if food is catered. Open flames, portable burners or dishwashers are not permitted. Any other outside equipment must be approved by the Community Center Coordinator.

The HOA does not supply utensils, plates, cups, napkins, etc. It is the Member's or the caterer's responsibility to supply all of the Member's needs to serve food and beverages. All supplies in the cabinets and all the food and drink in the small refrigerator/freezer are for HOA Staff only. Member will be charged if any supplies, food, drink, etc. are used or missing. The kitchen space is free of charge and is booked on a first come, first serve basis.

The front patio, back patio, and entry way hall are all available for use during reserved events. This is a shared space if multiple events are occurring at the same time. Please be courteous to other events and only use the space directly in line with your reserved room. Outside doors may be unlocked but may never be propped open.

**Please note no reservation of the Community Center will include access to the pool. Community Center Reservations cannot follow an Area Reservation at the Community Center pool.**

**For more information about how to reserve a picnic area at any of the pools or a reserve a private pool party, contact the Swim Center at 288-6057 or [customerservice@ccswim.net](mailto:customerservice@ccswim.net).**

# Disclaimers, Policies & Requirements of Events

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## Reservation

1. The Community Center may be scheduled for social and community events. Events must be in good taste and reflect the general standards of Circle C Ranch.
2. Activities that are illegal or generally considered contrary to the public peace are not permitted and may be halted in progress, if necessary, by law enforcement authorities, or officers or agents of the Association.
3. A reserved event may be terminated in progress if it runs beyond the time reserved in the Rental Agreement. Member acknowledges and agrees that a reserved event may be terminated in progress if, in the judgment of the CCHOA management, Member's use violates the Rules, poses a threat of harm or danger to property or other Members, or threatens loss of quiet enjoyment by other Members of the Circle C Ranch community.
4. CCHOA makes no warranty or representation regarding the physical condition of the Facilities, the furniture, fixtures and other personal property within the Facilities or their safety, security or suitability for use. No oral representation by CCHOA or its staff shall constitute any kind of warranty whatsoever. Member acknowledges that Member's use is at Member's own risk. Member shall be liable for any damage to person or property proximately caused by any act, omission or neglect of Member or Member's family, guests, invitees, agents and all other persons who are using the facilities by or through Member. Member acknowledges and agrees that CCHOA is not responsible for damaged, lost or stolen personal property.
5. If Member is a no show, no call for their event, the HOA and their Staff will leave the premises. In such a case, there will be no refund of the rental fees to Member.
6. Person making the reservation must be at least 21 years of age and must be the one to sign all applicable forms, agreements, and waivers. Resident rates will be based on this person's status. This person is responsible for the reservation and will be held liable for any damages. This person must be present during the entire reservation or will face noncompliance fees. Residents who are not present for an event they are responsible for will also be charged to non-resident rate in addition to the noncompliance fees.
7. Events for minors younger than 21 years of age require a ratio of at least one adult present for every 15 minors at all times.
8. The HOA staff will set out the quantity of tables and chairs requested on the Reservation Form. Member is responsible for setting the room up according to their liking (ex. arranging chairs around tables).
9. All reservation times designated on the Rental Agreement must include set-up and clean up time. Members and/or their guests may not enter the reserved space prior to their scheduled time, nor remain in the reserved space after their scheduled time. Member, Member's guests, and all Members' belongings must be out of the building by the reservation end time designated on the Rental Agreement. Member will be charged a late substantial fee for any over time. No time extension will be made the day of the event.
10. No room changes may be made the day of the event.
11. No event (including clean up time) may continue past 10:00 pm on weekends or 8:00 pm during the week. No overnight bookings.
12. The facility should be left in the same condition as it was prior to the event. Member will receive a Cleaning Check List. Member is responsible for understanding the responsibilities listed in the document, noting any pre-event conditions, and returning the completed list to Staff. The HOA has the authority to charge the credit card on file for cleaning fees if any one of the items on the Cleaning Check List was not completed or if the event caused extensive cleaning in excess of a standard event.

13. Majority of events will be staffed. In rare circumstances, the CCHOA may opt for certain events to be unstaffed. In the event that a reservation is unstaffed, Member will be responsible for picking up a key fob. Key fobs will be available for pick up during designated office hours only, Mon-Fri 9am-5pm. The Board has not authorized additional staff time for after-hours delivery. Key fobs are produced and available for pick up on the day of your event. If your event is on a Saturday or Sunday, your key will be produced on Friday. If you need to pick up the key fob before the designated pick up day, you must coordinate with the HOA to schedule an early pick up time. Failure to pick up the key fob will count as use of the amenities whether or not Member gains access to the building. Member is fully responsible for ensuring that the building is secured before leaving the premises. A substantial fee will be charged if the building is left unsecured, and Member will incur all costs from any damages that are caused as a direct result of the unsecured doors. Member must return the key fob to the outdoor drop box immediately after the event unless instructed otherwise by HOA staff.
14. The HOA does not store equipment, supplies, decorations, food, drink, etc. Items cannot be brought to the Center prior to the reservation start time, and all items must be removed after the event is over. Recurring events must remove all items daily.

## Payment & Fees

1. CCHOA will not process any event request until the Reservation Packet has been completed and submitted in full. No reservation is secured until you receive a confirmation email from the Community Center Coordinator. No reservation will be accepted within less than 10 days prior to the event.
2. A credit card must be on file to make a reservation. The rental fee balance will be automatically charged to the credit card on file at midnight 10 days prior to the event. If Member wishes to use a different card than the one on file it is Member's responsibility to submit that information to the Community Center Coordinator during designated business hours, Mon-Fri 9am-5pm, prior to the automatic charge going through.
3. A reservation may be cancelled prior to the reservation due date without penalty. Cancellation notices received after the designated due date will receive a refund minus 15% of the original reservation cost; reservations cancelled with 72 hours' notice or less prior to the event date will not be eligible to receive refunds, no exceptions. Reservation time that is not utilized will not be refunded. Adjustments made to your reservation after the due date (10 days prior to your event) will only be allowed at the discretion of the Community Center Coordinator and will be charged a 15% transaction fee.
4. Member understands and agrees that the credit card on file may be charged to compensate CCHOA for cleaning fees; damage to the property, equipment, furniture; overtime use; replacement costs; disregarding of the CCCC rules; cancellation fees; and/or leaving the building unsecured; as a direct result of the Member's reserved use of the CCCC. Member further acknowledges and agrees that CCHOA shall have the right to all remedies at law to recover from Member all outstanding unpaid invoices and charges incurred by CCHOA in connection with Member's use of the CCCC. The CCHOA will destroy hard copy/electronic copies of the credit card agreement once the event is over provided no fees are incurred.
5. Member and Member's guests must leave the building on or before the end reservation time designated on the Reservation Form. If anyone stays past the reserved time, staff will require the person(s) to leave the building, and Member will be assessed an overtime charge.
6. Member will not be allowed to reserve CCHOA facilities until full payment is made for all amounts due from prior reservations.

## Prohibited Items & Activities

1. Parking is allowed in the designated areas only. Under no circumstances may a vehicle drive onto the sidewalk and/or front entry way to unload or load items. Parking is expressly forbidden on the lawn. Parking along La Crosse and Spruce Canyon is allowed if needed. Parking may be limited, especially when the pool is open. Parking spots are not guaranteed.
2. Member agrees to abide by and to enforce the "No Smoking" policy inside and outside the building with respect to their family, guests, invitees, and all other persons who are using the facilities by or through Member.
3. **Decorations may be hung on walls with painter's tape ONLY. All tape must be removed from the walls immediately after event. Decorations may be affixed to walls and/or doors with blue painter's tape only. Any other adhesive, including but not limited to Command Strips, Scotch Tape, Double Sided Tape, Packing Tape, Duct Tape, Tacks, Sticky Tack, Nails, Staples, etc. are strictly prohibited. Damages caused by use of prohibited adhesives will be assessed and the event host will be charged accordingly, the event host will also be charged a non-compliance fee.**
4. No decorations on any kind may be hung from the ceiling, light fixtures or partition walls.
5. Special effect machines, such as fog machines, bubble machines, snow machines etc. are not permitted.
6. Unsecured balloons that float to the ceiling are subject to a removal fee.
7. Glitter, confetti, bird seed, and rice are not allowed.
8. No face painting or paints of any kind.
9. Coolers are not allowed to remain on any carpeted areas, they must be on tile only.
10. Open flames inside and outside of the building are not allowed, including but not limited to decorative candles, tiki torches, BBQ grills, etc. Birthday candles on a cake for a short amount of time are allowed. Catering supplies such as chafers are allowed on the stone counters only.
11. Bounce houses and petting zoos are not allowed on the CCCC premises.
12. Outside doors shall never be propped open.
13. Music may only be played inside the building. The noise level of music is limited to a level such that it cannot be heard, or bass vibrations felt, indoors in any residence in proximity to the Community Center. HOA staff has the authority to adjust the volume of music at their discretion. Playing of music, live or recorded, shall cease fifteen (15) minutes prior to the end of the scheduled time of the reserved event to ensure that all guests and invitees depart before expiration of the Member's reserved time.

## Alcohol

1. If alcohol (including wine and beer) is to be consumed at an event, it must be served and monitored by a licensed bartender. Self-serving of alcohol is strictly prohibited.
2. Member must provide proof of the bartender's current certification to serve alcohol to the CCHOA at least 10 days prior to the event. Each bartender must show proof of license to CCHOA staff upon entering the building for an event. If the bartender does not provide proof of license/photo ID, alcohol may not be served at the event.
3. Under no circumstances may alcohol be served to a minor at the event.
4. Alcohol service must end at least 30 minutes prior to the end of the event.
5. Member is responsible for ensuring that no guest or attendee exits the building or leave the premises with an alcoholic beverage.
6. **CCHOA staff has the right to terminate an event for serving alcohol without required proof of certification and/or for non-compliance with CCHOA rules regarding the serving of alcohol. If an event is terminated for these reasons, the rental fee is non-refundable and additional charges may be incurred for non-compliance.**

7. Member is solely responsible for assuring that alcoholic beverages are served responsibly, and that no one who appears to be impaired is served or consumes alcohol at the event.
8. Member must obey all State alcohol regulations and is responsible for any fines, penalties or consequences if the law is violated.
9. Member assumes all responsibility for any alcohol-related accident that arises out of the event, whether it is at the CCCC or elsewhere, and whether it occurs during the event's reserved time or at any time thereafter.
10. CCHOA assumes no responsibility with regard to the Member or Member's guests when alcohol is on the CCCC premises. With respect to all events where alcohol is served, Member releases and will INDEMNIFY CCHOA AND HOLD IT HARMLESS from all liability, damage, and loss that in any way relates to or arises out of serving or consuming alcohol on premises owned or controlled by CCHOA.
11. If alcohol is being served at an event, the HOA will not waive or discount any fees.

### **Rented Equipment**

1. Member accepts complete responsibility for all the users of the equipment during an event.
2. Member will exercise care over the rented equipment so as to prevent any loss and or damages to the equipment.
3. Member accepts complete responsibility for any loss and or damage that is caused to the equipment due to the Member's negligence and or improper use of the rented equipment.
4. Not using the rented equipment the way the HOA intended and/or against the manufacturer's instructions; allowing the rented equipment out of the Member's personal control and possession; and or not protecting the rented equipment from damage or loss all hereby constitute "improper use". Improper use will result in damage and/or noncompliance fees.

### **Liability Waiver**

Member has read and agrees to the Community Center Reservation Rules, Guidelines, Disclaimers and all other applicable information. Member assumes all risk of loss, damage, cost, and expense that may arise from or be caused by such use or occupancy of the CCCC facility. MEMBER AGREES TO RELEASE, INDEMNIFY AND HOLD HARMLESS THE CCHOA, ITS EMPLOYEES, DIRECTORS, OFFICERS, AND REPRESENTATIVES, FROM ALL CLAIMS AND LIABILITY OF ANY KIND, WHETHER OR NOT PRESENTLY KNOWN OR FORESEEABLE (WHETHER FOR BODILY INJURY, PROPERTY DAMAGE, OR OTHERWISE) ARISING FROM USE OF THE CCCC BY MEMBER AND MEMBER'S GUESTS AND INVITEES.





# Community Center Rental Request Form

Please submit this document via email to [sarah@circlecranch.info](mailto:sarah@circlecranch.info); via fax to 512-288-6488; or to the Circle C HOA located at 7817 La Crosse Avenue.

**Requestor Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_  
*(Must be at least 21 years of age with a valid driver's license; must be present the entire event; will be held responsible for any damage. Circle C Ranch Residents must be in good standing with the HOA to be eligible to rent facility.)*

**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Event Contact Name (if different):** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_ **Event Date(s):** \_\_\_\_\_

**Reservation Start Time:** \_\_\_\_\_  A.M.  P.M. *(Includes Entry & Set-Up Time)*

**Reservation End Time:** \_\_\_\_\_  A.M.  P.M. *(Includes Clean-Up & Exit Time)*

*(The community center is available for rent Sunday-Thursday between 8am-8pm; Friday & Saturday between 8am-10pm. All events are required to clean up and exit the building by the required reservation end time to avoid overage fees. The Community Center is not available for rent outside of the above listed times, overnight, or on major holidays. No exceptions.)*

**Room(s) Preferred:**  Club Room 1 (Kitchen Accessible) **Expected # of Attendees:** \_\_\_\_\_  
 Club Room 2  
 Club Room 3  
 Conference Room (Seats 10)

**Requested Furniture (Qty.):**

Chairs (128 max) \_\_\_\_\_ Round Tables (12 max) \_\_\_\_\_ Rectangle Tables (18 max) \_\_\_\_\_

**Additional Rental Equipment:**  Projector & Screen (\$35)  Both Sets of Equipment (\$50)  
 Small Speaker (\$25)  No Equipment

**Will food be served?**  YES  NO  
*(Food may not be prepared on site)*

**Do you plan to serve alcohol?**  YES  NO  
*(Must be served & monitored by TABC licensed bartender)*

**Office Use Only**

Resident or Non-Resident  
Hourly Rate \$ \_\_\_\_\_  
Total Hours Reserved \_\_\_\_\_  
Room Rental Fees \$ \_\_\_\_\_  
Equip. Rental Fees \$ \_\_\_\_\_

Total Balance Due \$ \_\_\_\_\_  
Due Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Payment Received

Confirmed on Google Calendar  
Payment(s) Scheduled  
Staff Assigned or Key Fob Issued  
Alcohol Approved on \_\_\_\_\_  
Confirmation Email Sent

# CREDIT CARD AGREEMENT

*Please type or print information neatly.*

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

I am providing my credit card information to be kept on file at the Circle C Community Center. I understand that:

- Having a credit card on file is considered my security deposit for my reservation(s) and is required for all events.
- This information will be kept secure, accessible only by designated Circle C HOA Staff. Any copies of this information will be destroyed after my event.
- By providing this information I authorize the Circle C HOA to automatically charge my card for the rental fee balance at midnight 10 days prior to my event(s).
- My credit card may be charged to compensate the CCHOA for cleaning fees; damage to the property, equipment, furniture; overtime use; replacement costs; disregarding of the CCCC rules; cancellation fees; and/or leaving the building unsecured; as a direct result of my reservation(s) as outlined in the rental agreement.
- This information will be kept on file until my event(s) is/are over. Any copies of this document will be destroyed once the Community Center Coordinator has looked over the post event notes from staff; if any of the above stipulations occurred during your event this card will be charged a non-negotiable fee for compensation.

Credit Card Information:

Name as it appears on the card: \_\_\_\_\_

Card Type (We cannot accept Discover Cards):  VISA  Master Card  AMEX

Card Number: \_\_\_\_\_

Card Expiration Date: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

I have read and agree to **ALL** the Community Center Reservation Rules. It is distinctly understood and agreed that the applicant assumes all risks for loss, damages, liability, cost of expenses that may arise during or be caused in any way by such use or occupancy of the facility risks, and will save and hold harmless the Circle C HOA from all risks. The organization further agrees that in consideration of being permitted to use said facility, it will save and hold harmless the Circle C HOA from loss, claims, liabilities or damages, and/or injuries to persons and property that in any way may be caused by or due to use of the CCCC pursuant to this reservation. Applicant has read the above rental waivers and agrees to abide by them as written.

\_\_\_\_\_  
*Requestor's Signature*

\_\_\_\_\_  
*Today's Date*