



CITY OF BEAUMONT
EVENT FACILITIES & LIBRARIES DIVISION
Community Center Building Rules & Policies

WHILE USING THE BUILDING, I AGREE TO ABIDE BY THE FOLLOWING RULES AND REGULATIONS:

1. Determine suitability of facilities before making reservations. **No Refunds.**
2. **No Beer or Intoxicating Beverage** permitted in the buildings or on the park premises.
3. No Smoking permitted in any City of Beaumont building.
4. Lessee must be of legal age(21 years of age) prior to entering into an agreement to lease building.
5. As the renter you are to provide adequate number of adult chaperons throughout the entire function. **(One chaperon required per 12 minors.)** Building attendant will have the authority to shut down any activity that is not properly chaperoned.
6. As the renter, you must set-up tables and chairs and take them down after the function. **Return table and chairs to the proper storage area and do not remove them from the building.**
7. *A \$25.00 fee will be assessed if the Event Facilities' staff is required to setup or breakdown furniture.*
8. **Collection of assessment fees or admissions are strictly prohibited on City of Beaumont property. No public advertisement for sale of tickets permitted or charity funds collected.**
9. No loud music or disruptive noise.
10. No automobiles on the grass, vehicles in parking lot only.
11. The use of fog/smoke machines or atmospheric hazers is prohibited in this building. If a smoke or haze machine sets off the fire alarm, your event will automatically be shut down, regardless of the time.
12. An Event Facilities building attendant will be on site during your entire function. Building attendant reserves the right to eject any objectionable person or persons from the building or premises.
13. As the renter, you shall not allow a larger number of persons in the building over the maximum occupancy. **Building capacity for all community center buildings is maximum 200 persons.**
14. The lessee will not adjust the temperature or lighting without the building attendant's authorization. If the building attendant deems the lighting conditions to be unsafe, the attendant has the right to adjust them accordingly.
15. **Decorating Restrictions:** Hay and moss are not permitted in decorations due to fire hazard. Open flame candles are not permitted. No gasoline, butane bottles, oil flashlights, or any other artificial lighting or electrical equipment shall be permitted in the building. In addition, no engine, motor or machinery shall be operated on premises without the written consent of the Event Facilities Director. Stapling or taping of decorations to any walls or to the ceiling is not permitted. All decorations and/or equipment must be taken down and removed from the building at the end of the event. Any excess garbage should be bagged and hauled away. **ALL ITEMS LEFT AT THE CONCLUSION OF THE EVENT WILL BE THROWN AWAY!** The City of Beaumont does not assume responsibility for supplies or equipment left in the building or on the premises.
16. Lessee shall comply with all City of Beaumont ordinances.

The buildings are opened from 8:00 a.m. to 12:00 Midnight with a curfew of Midnight for all City parks. The Building Attendants are not authorized to accept fees. Depending on availability, any additional hours needed **must be paid at least one week in advance** at the Beaumont Civic Center Administrative Office located at, 701 Main Street, Monday through Friday (8:00 a.m. to 5:00 p.m.)

MATINEE RENTAL HOURS: 8:00 a.m. - 5:00 p.m. EVENING RENTAL HOURS: 7:00 p.m. - 12:00 a.m.	You are given 30 minutes before & after the event for setup and clean up time free of charge.
Tables & chairs are provided at each building free of charge. **\$25.00 additional fee for setup and breakdown of furniture.**	
BUILDING RENTAL FEES \$75.00 each hour / \$150.00 minimum / \$75.00 each additional hour CASH ONLY	