

# THE WOODLANDS TOWNSHIP RECREATION CENTER RENTAL PROCEDURES AND FEES

<b>Reservation Date:</b>
<b>Reservation Time (includes set up and clean up)</b> _____ to _____
<b>Permit Holder</b>
<b>Name:</b> _____ <b>Phone:</b> _____
<b>Notes:</b>

*Please sign below acknowledging you have been made aware of, and are agreeing to the Woodlands Township Recreation Center rental procedures and fees.*

<b>PERMIT HOLDER:</b>	<b>DATE:</b>
<b>ARRIVAL TIME:</b>	<b>DEPARTURE TIME:</b>
<b>THE WOODLANDS TOWNSHIP STAFF ON-SITE:</b>	

<p style="text-align: center;"><b>The Recreation Center at Rob Fleming Park</b> 6464 Creekside Forest Drive The Woodlands, TX 77389</p> <p style="text-align: center;"><b>Hours:</b> Monday -Thursday 6 am-9 pm Friday 6 am - 6 pm Saturday 6 am – 6 pm</p> <p style="text-align: center;"><b>Phone: 281-516-7348</b> <b>Email: recreation@thewoodlandstowship-tx.gov</b></p>	<p style="text-align: center;"><b>The Recreation Center at Bear Branch Park</b> 5310 Research Forest Drive The Woodlands, TX 77381</p> <p style="text-align: center;"><b>Hours:</b> Monday -Thursday 8 am-9 pm Friday 8 am - 6 p m Saturday 8 am – 6 pm</p> <p style="text-align: center;"><b>Phone: 281-210-3950</b> <b>Email: recreation@thewoodlandstowship-tx.gov</b></p>
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## RESERVATION TIMELINE

**Reservations can only be made in accordance to the schedule listed below.**

<b>Reservation Submissions</b>	<b>Timeframe for Reservations</b>
2 <sup>nd</sup> Monday in December	January 1 – May 31
2 <sup>nd</sup> Monday in April	June 1 – August 31
2 <sup>nd</sup> Monday in August	September 1 – December 31

## OPEN HOURS

The facility will remain open to the public during regular business hours. Access to the fitness room, activity rooms, kitchen, lobby, hallway, and building exits may not be restricted in any way. Rental of the facility includes the use of the rented room and restrooms only. The kitchen and staff only areas are not included in reservations.

## After Hours Reservations/ Reservations obtaining a Special Event Permit

- A \$100 deposit is required for any after-hours reservations and any reservations submitting for a special event permit.
- Reservation requests must be made 30 days in advance.
- There is a 3-hour minimum to host an after-hours rental.
- After-hours reservations must vacate the campus by midnight.
- The deposit will be held until after the reservation concludes and will not be applied to the rental fees.
- If the reservation is not approved, the \$100 deposit will be refunded and reservation removed.
- If approved, the reservation holder must pay the full rental fee within five (5) business days of notification. The deposit will be refunded within five (5) business days after the conclusion of the event given all conditions were met.

## FEES

<b>Cleaning Fee</b> – will be charged when additional cleaning is necessary to return the room to its original condition	\$50
<b>Damage Fee</b> – to be charged when reservation results in damage to the room, building or equipment.	The actual cost to repair the damage plus an additional 15% will be assessed
<b>Breakdown Fee</b> – Per the guidelines set up and breakdown of tables and chairs is not included.	\$25
<b>Late Fee</b> – Reservation time includes set up and breakdown. Staff plans and schedules other activities, shifts and equipment based on reservation times.	If the permit holder is still cleaning or hosting their rental 10 (ten) minutes past the reservation time, the permit holder will be charged a full hour rental rate for the space. If rental extends past open hours, the after-hours rate applies.

## POLICIES AND PROCEDURES

<ul style="list-style-type: none"> <li> <p>▪ <b>Set Up and Break Down</b> Reservation times must be inclusive of equipment drop off/ pick up and set up/ clean up. Storage of supplies or deliveries to the site outside of reservation times is not permitted unless prior approval by the center manager.</p> </li> </ul>
<ul style="list-style-type: none"> <li> <p>▪ <b>Tables and Chairs</b> Tables and chairs are limited to inventory per room and subject to availability. Set up and breakdown of available tables and chairs is the responsibility of the permit holder. (See breakdown in Appendix A for availability)</p> </li> </ul>
<ul style="list-style-type: none"> <li> <p>▪ <b>Trash</b> Trashcans are located throughout the facility. If trash overflows, the permit holder is responsible for disposing into the dumpster on side of the facility. The code to the dumpster can be obtained through the recreation center staff.</p> </li> </ul>
<ul style="list-style-type: none"> <li> <p>▪ <b>Signage</b> Signage is not permitted outside of the facility during open hours. Directional signs must be approved prior to placement in the building. Afterhours rentals may place signage outside the facility if approved in advance but may not be located on the street right of way.</p> </li> </ul>
<ul style="list-style-type: none"> <li> <p>▪ <b>Parking</b> Adequate parking is provided at both locations. Requesting adjacent lots requires a special event permit.</p> </li> </ul>
<ul style="list-style-type: none"> <li> <p>▪ <b>AV</b> AV equipment is not included in reservations. If the room or facility rented hosts AV equipment and request to use, please set up a meeting with the center manager.</p> </li> </ul>
<ul style="list-style-type: none"> <li> <p>▪ <b>Admission Fees/ Fundraising/ Sales *</b> Rentals wishing to charge admission, fundraise or host any sales are only permitted afterhours. A special event permit is required. A deposit is due at the time of reservation to hold the slot until the special event permit is reviewed.</p> </li> </ul>
<ul style="list-style-type: none"> <li> <p>▪ <b>Advertising *</b> Rentals advertising to the public are only permitted afterhours and a special event permit is required. A deposit is due at the time of reservation to hold the slot until the special event permit is reviewed.</p> </li> </ul>
<ul style="list-style-type: none"> <li> <p>▪ <b>Attendance</b> The number of people per room is determined by fire code. Please see the attached room capacities. Any event with over 200 people must submit a special event permit. A deposit is due at the time of reservation to hold the slot until the special event permit is reviewed.</p> </li> </ul>
<ul style="list-style-type: none"> <li> <p>▪ <b>Alcohol</b> Alcohol is permitted for after-hours reservations only. Two (2) security officers must be present for the full event. Alcohol cannot be dropped off during open hours. Officers must be present from the time alcohol arrives until reservation concludes. A special event permit may be required.</p> </li> </ul>
<ul style="list-style-type: none"> <li> <p>▪ <b>Inflatables/Catering/Vendors</b> Permit holder must provide proof of insurance for all vendors listing The Woodlands Township as additionally insured as stated below. Inflatables are not permitted indoors during open hours. Water inflatables are not permitted. A special event permit may be required.</p> </li> </ul>
<ul style="list-style-type: none"> <li> <p>▪ <b>Amplified Sound</b> All amplified sound must be approved and must be kept at a reasonable sound level. Limitations on hours permitted and timeframe do apply. Bands and DJ's are not allowed indoors during open hours. A special event permit may be required.</p> </li> </ul>
<ul style="list-style-type: none"> <li> <p>▪ <b>Meeting</b> Any meetings held must comply with The Woodlands Township Meeting Policy.</p> </li> </ul>
<ul style="list-style-type: none"> <li> <p>▪ <b>Political</b> Community groups with political affiliations are permitted to meet provided they are not engaging in campaign promotion. Candidates cannot be on site and no fundraising or donations are allowed. A special event permit may be required.</p> </li> </ul>

## APPENDIX A: THE RECREATION CENTER AT ROB FLEMING PARK

Room Name	Max Capacity	Fee	Tables/ Chairs
Brady Hall (4565 Sq. ft.)	300	\$60/Residents; \$120/ Non-Residents	<ul style="list-style-type: none"> <li>30 round tables</li> <li>8, 6-ft tables</li> <li>4, 8-ft tables</li> <li>160 chairs</li> </ul>
Large Activity Room A (800 Sq. ft.)	40-50	\$20/Residents; \$30/Non-Residents	<ul style="list-style-type: none"> <li>3 round tables</li> <li>4, 6-ft tables</li> <li>2, 8-ft tables</li> <li>32 chairs</li> </ul>
Large Activity Room B (900 Sq. ft.)	40-50	\$20/Residents; \$30/Non-Residents	<ul style="list-style-type: none"> <li>3 round tables</li> <li>4, 6-ft tables</li> <li>2, 8-ft tables</li> <li>32 chairs</li> </ul>
Small Activity Room (240 Sq. ft.)	10-15	\$10/Residents; \$20/Non-Residents	<ul style="list-style-type: none"> <li>Conference table</li> <li>6 chairs</li> </ul>
Full Facility (After Hours; indoor)	580 Max Capacity	\$150/ Residents; \$200/Non-Residents; \$100 deposit required	<ul style="list-style-type: none"> <li>36 round tables</li> <li>16, 6-ft tables</li> <li>8, 8-ft tables</li> <li>224 chairs</li> </ul>
Outdoor Classroom	30-40	\$20/Residents; \$40/Non-Residents	Not Included
Outdoor Amphitheater	100+	\$40/Residents; \$80/Non-Residents	Not Included
Outdoor Tipi	10 per Tipi	\$10/Residents; \$20/Non-Residents	Not Included
Outdoor Treehouse	10 Per Treehouse	\$10/Residents; \$20/Non-Residents	Not Included
Overnight Fee (Treehouse & Tipi) 6:00 PM-8:00 AM	10 per Tipi/Treehouse	\$25/Residents & Non-Residents	Not Included

## APPENDIX A: BEAR BRANCH RECREATION CENTER

Room Name	Max Capacity	Fee	Tables/ Chairs
Gym (4,400 Sq. ft.)	300	\$35/Residents; \$70/ Non-Residents	<ul style="list-style-type: none"> <li>4, 6-ft tables</li> <li>40 chairs</li> </ul>
Live Oak Room (1,100 Sq. ft.)	70	\$20/Residents; \$30/Non-Residents	<ul style="list-style-type: none"> <li>8, 6-ft tables</li> <li>30 chairs</li> </ul>
Magnolia Room (600 Sq. ft.)	45	\$10/Residents; \$20/Non-Residents	<ul style="list-style-type: none"> <li>6, 6-ft tables</li> <li>20 chairs</li> </ul>
Mulberry Room (234 Sq. ft.)	15	\$10/Residents; \$20/Non-Residents	<ul style="list-style-type: none"> <li>2, 6-ft tables</li> <li>10 chairs</li> </ul>
Sycamore Room (234 Sq. ft.)	15	\$10/Residents; \$20/Non-Residents	<ul style="list-style-type: none"> <li>Conference table</li> <li>6 chairs</li> </ul>
Full Facility (After Hours; indoor)		\$150/Residents; \$200/Non-Residents; \$100 deposit required	<ul style="list-style-type: none"> <li>20, 6-ft tables</li> <li>100 chairs</li> </ul>