

## OmniPoint Health Community Center

We know event space is limited in our area, which is why we offer nearly 3,000 square feet of rental space for use by our residents, non-profits and other organizations. Complete with tables, chairs and A/V capabilities, this multi-purpose space is used for a variety of activities.

The base rental is \$175 which includes use of the meeting room and patio deck and is the minimum required rental regardless of usage. The theater and kitchen are add-ons. Rental fees include a 4-hour time frame with additional rental hours available for \$25 per hour.

Your event will have a dedicated staff member available to help you with whatever you may need.

### Meeting Room

This is a 1,100 square foot meeting space that is used for business presentations, dining, training sessions, group meetings, birthday parties or pull out the tables and chairs to create your own indoor area for activities. The room even has a grand piano for ready to go entertainment.

This space has A/V capabilities including a TV with an HDMI cable for projection.

The facility can be setup in a variety of configurations with the inventory of tables, which includes round tables, rectangle and square.



### Patio Deck

The space is adjacent to the meeting room and the doors can be opened to expand your event even to our spacious, private, and furnished deck (nearly 1,500 square feet). This space is a great location for hosting special gatherings such as weddings, receptions, bridal or baby showers.



## Theater

Our state-of-the-art surround sound theater with an advanced audio/visual system seats 32-people and is perfect for presentations, group training sessions and private viewings.

The theater is available for rent as an add-on and can include use of the popcorn machine. Popcorn may be purchased at \$3 per package, which produces about 10 bags of popcorn.



## Rental Rates

The rental rates include a 4-hour rental period in the pricing, a dedicated staff member all in a location convenient for mid-county residents. Inquire at our front desk about discounts for non-profit or educational institutions.

Room	Rate
Meeting Room & Patio deck*	\$175
<b>Rental Add-Ons</b>	
Theater	\$75
Kitchen	\$75
Additional hour	\$25
Extra tables & chairs	\$25
*This is the minimum rental regardless of usage or add-ons. Rentals require a \$200 deposit.	



**Facility Rental Form**

First Name \_\_\_\_\_ Last name \_\_\_\_\_

Name of Organization (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

TX ID # \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Rental Information**

**Rental:** \_\_\_ Dining Room \_\_\_ Outdoor Deck \_\_\_ Theater \_\_\_ Kitchen \_\_\_ Popcorn

Reservation Date \_\_\_\_\_ Number of Guests \_\_\_\_\_

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

Time of event: Starting at \_\_\_\_\_ Ending at \_\_\_\_\_

Total hours of event (4 hours included in rate) \_\_\_\_\_ Additional hours (above 4 included) \_\_\_\_\_

*Popcorn may be purchased at \$3 per package, which makes about 10 bags of popcorn. The center's staff member on duty will prepare and serve popcorn in our machine and will keep track of packages used. Total number of packages used multiplied by \$3 will be deducted from the deposit.*

<p><b>Community Center Staff Use Only:</b></p> <p>Staff working event: _____</p> <p>Staff meet user at (time): _____</p> <p><b>Deposit Due \$200</b></p> <p>Payment Type: Cash Credit Check # _____</p> <p>Collected by _____</p> <p><b>Rental Fee Due</b> _____</p> <p>Payment Type: Cash Credit Check # _____</p> <p>Collected by _____</p>	<p>Dining Room &amp; Deck (\$175): <u>  \$175  </u></p> <p>Theater (\$75): _____</p> <p>Kitchen (\$75): _____</p> <p>Additional hours (\$25/hr): _____</p> <p>Extra tables &amp; chairs (\$25): _____</p> <p><b>Total due:</b> _____</p> <p>Popcorn packages used x \$3 each: _____</p>
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## **Rental Agreement Contract**

This building rental/use agreement is between CCPHD #1, d/b/a, **OmniPoint Health Community Center** (hereinafter the Center), and \_\_\_\_\_ (hereinafter the “user”).

The contractual User **MUST** be present during the scheduled time of the event and **MUST** have a copy of this rental contract at the event. Upon arrival on the date and scheduled time of the event, User shall be prepared to provide their photo identification to the scheduled staff member of The Center. Failure to provide proper photo identification the date of the rental may be subject to being asked to vacate the premises and the user will forfeit any rental and deposit fees.

**BUILDING HOURS:** Each building use/rental agreement is reserved with a minimum of four (4) hours, with an option for additional hours to be rented. User shall consider appropriate time for set up and cleaning when renting The Center. Set up and cleaning must be done within the reservation time frame to allow for public use of the facility at other times. Overnight parking is not allowed.

**RENTAL FEE(S):** User’s reservation is ONLY for the specified time in this agreement. Any additional hours past the time indicated in this agreement, shall be charged at the fee(s) included in “staffing for the event” section of this agreement. User is responsible for set up and cleaning of the area(s) occupied/used. Full payment is due at least 48 hours prior to the scheduled event. A deposit to secure the rental of The Center is required at the time of reservation. User shall advise The Center of any cancellations at least 72 hours prior to the scheduled event. User forfeits 50% of their deposit for cancelling less than 72 hours of a scheduled event. Deposits will be refunded to the user once The Center has passed an inspection and no damages are found to either The Center or the property of The Center.

**STAFFING FOR THE EVENT:** The Center requires a staff member to be present on-site, during rental of the facility. The staff member will be available to the User at least 15 minutes prior to the scheduled time noted on this agreement and will be required to close the facility within 15 minutes after the time of the rental. All persons will need to have vacated the building within this time frame. If all parties are not vacated within the specified time, there will be an additional \$25 deducted from the User’s deposit, for every 30 additional minutes. **STAFF MEMBER ON DUTY HAS FINAL AND COMPLETE AUTHORITY.**

**ALCOHOL:** Alcohol is only permitted at the event if the User provides, at their own expense, a qualified security professional during the entire rental period. If User allows alcohol on the premises without a qualified security professional the User and guests will be asked to leave and no fees or deposits will be returned.

### **RENTAL RULES:**

1. Decorations/exhibits will be limited to free standing or tabletop items only. Decorations shall not be hung on facility walls, windows, ceilings or block/obstruct any permanent signage installed as part of The Center.
2. The User will notify the on-duty staff member, shall the temperature of the room(s) need to be adjusted; User and his/her guests shall refrain from adjusting any thermostats within The Center.





3. Any movies shown in the theater MUST not be above an “R” rating. Under no circumstances, will X-Rated movies be shown.
4. The Center is a non-smoking facility. Smoking is not allowed inside the building or on its premises (patio/deck, parking lot, surrounding property, etc.)
5. Illegal drugs or substances, weapons and/or illegal contraband will not be allowed on the premises.
6. There shall be no admission charged, items sold, contributions made, or money paid for any reason at any rental event. The Center reserves the right to make exceptions for non-profit groups or organizations that directly benefit the community who request exemption in writing in advance of facility use.
7. User shall not bring or permit any animals or birds, including performers and pets into The Center. The Center’s Director may exempt training pets for handicap assistance.
8. The Center reserves the right to refuse facility use to any person or group for any event that, at the sole discretion of Chambers Health, is deemed may potentially impair the health, welfare, and/or public safety of citizens or the efficient operation of The Center.
9. All tables and chairs provided by The Center shall be wiped down and cleaned, along with kitchen areas if utilized. Tables, chairs and furniture shall be replaced to its original location and not allowed to be removed from the building for outdoor use. Area(s) used must be swept and cleaned, and all trash shall be removed to the provided receptacle at the back of the building. User must ensure that The Center is left in a manner consistent with the way it was upon their arrival. User is expected to make sure all trash (paper, cups, food, bottles, etc.) is placed in the provided and appropriate containers.
10. The Center will not be responsible for any stolen or missing goods.
11. The Center is not responsible for accidents or personal injuries that occur during rental use/periods. User is responsible for actions of participants/attendees in their group and/or event.
12. User is responsible for the cost of any professional repairs and/or replacement of any damages to the facility itself, or equipment. If for any reason, the User has a concern about the facility, the User is required to inform the on-duty staff member immediately.
13. The Center reserves the right to make cancellations to reservations at any time due to staffing availability and/or other unforeseen circumstances. Cancellation notices will be issued as far in advance as possible, with all rental and deposit fees returned if the cancellation is initiated by The Center.
14. The Center reserves the right to amend and/or modify this agreement if necessary or if it is in the best interest of The Center.
15. Areas not included in the rental agreement are off-limits and no access will be permitted.

**I, the User, have read this agreement with The Center and understand the terms of said agreement and agree that I am the responsible party to this agreement. I further understand that failure and/or disregard to this agreement may result in loss of all or part of my deposit and/or rental fee(s). If the building is damaged, additional expenses may result and I may forfeit my right to future use of The Center.**

\_\_\_\_\_

User Signature

\_\_\_\_\_

User Printed Name

\_\_\_\_\_

Reserved by Community Center Rep

\_\_\_\_\_

Date

\_\_\_\_\_

Center Director Approval

\_\_\_\_\_

Date