

# Senior Centers Rental Information

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**Santa Fe Crossing  
702 S. Chadbourne  
San Angelo, TX 76903  
Phone: 325-657-4484  
Fax: 325-659-1015**

**Station 618  
618 S. Chadbourne  
San Angelo, TX 76903  
Phone: 325-481-2798  
Fax: 325-481-2820**



Rental Policies and Procedures for the City of San Angelo  
Santa Fe Crossing & Station 618

*CONTRACT FOR THE USE OF THE SANTA FE CROSSING – SENIOR CENTER*

Organizations or individuals using any part of the Senior Center facilities must execute the appropriate contractual agreement with San Angelo Senior Services. Agreement for use of all or any part of the Senior Center facility shall be issued in printed form approved by the city attorney. No verbal agreement for the use of the facility shall be binding upon either party. For agreement information you can go by 702 S. Chadbourne or call 657-4490.

***BOOKING POLICY***

***RENTAL DURING NORMAL OPERATING HOURS***  
***(Non-Profit Groups)***

There is no rental fee for non-profit groups sponsoring programs during normal operating hours for people aged 55+. However, a Reservation/Rental Agreement must be filled out. Arrangements must be approved by the Recreation center staff at least 1 week in advance of the requested time so that scheduling conflicts can be worked out. Use of the Senior Center is dependent on space available. Center Programs take priority over user group reservation requests.

Non-Profit groups who utilize the center for programs must abide by the following POLICIES:

The Program does not discriminate against anyone participating in the Recreation programs in regards to race, color, sex, creed, national origin or disabilities.

Possession of the reserved room or area may be no sooner than 15 minutes prior to the reserved time (unless prior arrangements have been made with recreation staff).

- Furnishings must be at all times be arranged in such a manner that all areas handicapped accessible and meet fire exit regulations

## ***RENTAL AFTER NORMAL OPERATING HOURS***

Arrangements must be made by Rental Agreement, and approved by Recreation Center Staff at least 2 weeks in advance of the requested time. A deposit of 50% of the total charge is required to confirm the rental reservations. The balance is due no later than 1 week prior to the date of rental.

The use of the Senior Center is determined on a first come, first serve basis and may be booked up to one (1) year in advance. Reservations are not confirmed until agreement is signed and received by the potential user are held for two (2) weeks. If agreement and deposit are not returned within that period, the Senior Center reserves the right to book another event on that date.

## ***DEPOSIT***

The Deposit portion of rentals is refundable under the terms of the rental agreement that parties will sweep, mop, and return the area to the original condition before the rental. All day rental of Station 618 deposit is included in the rental rate and is non-refundable. The clean up must be completed and then inspected by a Recreation Center Staff of duty no later than the ending time of the said agreement. If the work is not completed on time an additional hourly charge will be assessed. User will be held responsible for any damages or cleaning costs incurred as a result of their rental agreement. Any costs exceeding the deposit amount will be billed to the user as the responsible party.

## ***RENTAL PAYMENT***

Payment shall be in accordance with the provisions of the executed agreement. All balances due shall be in the form of cash, certified check, cashier's check, money order, or local check with proper identification. Recreation staff reserves the right to require a particular form of payment, if circumstances warrant.

## ***CANCELLATION***

Refunds of advance payments require written notice of cancellation at least seven (7) days prior to the scheduled rental date.

## ***ALCOHOL***

No alcoholic beverages may enter the facility for sale at an event unless brought in by the City of San Angelo's contracted concessionaire. Alcoholic beverage service may be provided under the following conditions: 1) User must request such service at least 30 days prior to the event date. 2) The Recreation Manager must approve the service of alcoholic beverages at the event. The decision on whether to allow alcoholic beverages shall be based on the nature of the event, the likelihood of a substantial number of children attending, particularly without parents or other guardians and any reasonable criteria, which the Assistant Director may develop. 3) Alcoholic beverage service must be provided by the city's contracted concessionaire. User must provide liquor liability insurance which names the city as additional insured. Arrangement to procure insurance is done through the City's Risk Management Department by Recreation Staff. A copy of this insurance must be turned in no later than 1 week prior to rental.

## ***SECURITY***

In the event that the user chooses to have alcohol during their rental, the user agrees to employ at their sole expense, certified armed off-duty San Angelo Police officers as security officers at all functions at which intoxicants are consumed. Senior Services Division will determine the number of security required. The Officers badge number must be turned in to the department 1 week prior to the rental date.

## ***TABLE/CHAIR SET-UP***

If a special set-up is required (other than standard set-up). An hourly set-up rate will be assessed in addition to any normal rental fee. Set-up must be scheduled with the department at least 2 weeks prior to the event to allow for staffing.

## ***CATERER***

10% of gross sales, after taxes, will be paid by the caterer to the City of San Angelo. All caterers must be selected from the "Recreation Department List" available upon request. Caterers not on such list must be approved on a one time basis by the Assistant Director – Senior Services.

## ***RENTAL RESTRICTIONS***

All rentals at the Senior Center must end at 12 midnight.

No Smoking or Tobacco products are allowed.

Neither masking tape nor scotch tape is allowed on any wall.

No painting may be done inside the building.

Prevent candle drippings from falling on the tablecloths.

Please refrain from the use of confetti or glitter in loose form.

Do not block any door, which is designated as an exit. Exit lights are not to be covered or blocked from view.

## ***EMERGENCY***

Senior Center staff will be available at all times during an event to receive incoming calls in the event of an emergency.

## ***CLEAN-UP***

User will be held responsible for any damages occurring during rental. User needs to report any damages to staff as soon as noticed. User will clean the facility of trash and decorations and clean up all areas when then event is over. The staff is not responsible for clean up.

**\* Special cleaning requirement apply to Station 618 activity room floor.**

## **LESSEE REQUIREMENTS**

**INSURANCE:** Except as otherwise specified in this contract, the Lessee will be required at their own expense to maintain in effect at all times during the performance of the work, insurance coverage with limits not less than those set forth below with insurers and under forms of policies satisfactory to the owner. It shall be the responsibility of the lessee to maintain adequate insurance coverage. This coverage must be maintained with an Insurance Company licensed to transact business in the State of Texas. Failure of the lessee to maintain adequate coverage shall not relieve him of any contractual responsibility or obligation.

The lessee shall furnish to the City exact copies of insurance policies described herein, together with such Certificates of Insurance or endorsements required by the provision set forth here. The Certificates of Insurance shall state the City as an Additional Insured where applicable.

**CERTIFICATES OF INSURANCE:** At the time of the execution of this contract the lessee shall furnish the City of San Angelo with Certificates of Insurance as evidence that the policies providing the required coverage and limits of insurance are in full force and effect. The Certificates shall provide that any company shall provide not less than 30-days advance notice in writing of cancellation, non-renewal, or material changes in the immediately provide written notice to the Owner upon receipt of notice of cancellation of an insurance policy or a decision to terminate or alter any insurance policy. All applicable requirements have been satisfied including Certificates of Insurance for contractor furnished insurance and notices of any cancellations, terminations, or alterations of such policies shall be mailed to the Owner at the address listed below:

**City of San Angelo  
Office of Risk Management  
P.O. Box 1751  
San Angelo, Texas 76902**

**ADDITIONAL INSURED:** All insurance coverage furnished under this contract shall include the owner,, and the councilman, partners,, officials directors officers agents and employees as additional insured with respect to the activities of the lessee.

**WAIVER OF SUBROGATION:** The lessee shall require their insurance carrier, with respect to all insurance policies,, to waive all rights of subrogation against the City of San Angelo, its commissioners partners officials directors officers agents and employees and against all other contractors and subcontractors.

**COMMERCIAL GENERAL LIABILITY:** This insurance shall be an occurrence type written in comprehensive form and shall protect the contractor and the additional insured against all claims arising from bodily injury, sickness disease or death of any person other than the contractor's employees or damage to property of the owner or others arising out of the act or omission of the contractor or their agents and employees.

**\$500,000.00 Each Occurrence**

**\$1,000,000.00 General Aggregate**

In the event Lessee wished to purchase insurance through the City, estimated payment of insurance coverage is due/payable at the time of lease signing.

**INSURANCE RATES:**

# OF SPECTATORS	PER DAY RATE	TAX & FEE	TOTAL
0-150	\$45.00	\$2.23	\$47.23
150-500	\$90.00	\$4.46	\$94.46

# SENIOR CENTER RATES

## **SANTA FE CROSSING DINING ROOM**

28 ft. wide X 55 ft. length – Current Setup – 82 Chairs – No Fee (tables/chairs)  
1,540 sq. ft. 10 Square Tables = 9 Long Tables  
Banquet Style – 60 = 10 tables  
120 Theater Style Chairs

Rate: \$45 per hour = 3 hour minimum = \$135  
Rate: \$350 (8:00 a.m. to 5:00 pm)  
Deposit: \$100

Kitchen Area is not available for usage by individuals or organizations for rental.

## **SANTA FE CROSSING ACTIVITY ROOM**

28 ft. wide X 44 ft. length - Current Setup – 10 Square Tables – 40 chairs  
1,232 sq. ft.

Rate: \$35 per hour = 3 hour minimum = \$105  
Rate: \$275 (8:00 a.m. to 5:00 pm)  
Deposit: \$100

## **SANTA FE CROSSING CONFERENCE ROOM**

10 ft. wide X 25 ft. length 15 Conference Chairs

Capacity of Room: 20 \$25 per hours/3 hour minimum = \$75  
Deposit: \$50

Conference Room comes with a TV and VCR and a 6 feet screen.

## **STATION 618 ACTIVITY ROOM (3,000 sq. ft.)**

Rate: \$100 per hour = 3 hour minimum = \$300  
Rate: \$800 (8:00 am to 5:00 pm)  
\$300 Deposit

## **STATION 618 CERAMIC ROOM**

Rate: \$25 per hour = 3 hour minimum = \$75  
\$50 Deposit

## **STATION 618 COMPUTER ROOM**

Rate: \$50 per hours = 3 hour minimum = \$150  
\$100 Deposit

*Revised Rental Rates Approved by City Council on 9/1/09*

*Revised Rental Policies & Procedures and Rates Approved by City Council on 9/19/06*

**San Angelo Recreation Department**  
**Santa Fe Crossing – Station 618 Senior Centers**

**Reservation Application**

Date: \_\_\_\_\_

Name of person and /or organization reserving building:

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Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date for Reserve: \_\_\_\_\_ Number of guest: \_\_\_\_\_

Type of Function: \_\_\_\_\_

The undersigned hereby applies for a reservation at the

\_\_\_\_\_, located at \_\_\_\_\_

\_\_\_\_\_, 20\_\_ from \_\_\_\_\_ (time)

\_\_\_\_\_, 20\_\_ from \_\_\_\_\_ (time)

List name and telephone numbers of two responsible adults who will be present at the function:

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
Applicants signature

\_\_\_\_\_  
Date

Reservation Approved: \_\_\_\_\_

## FACILITIES USE AGREEMENT

This Agreement is made and entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between the City of San Angelo, a Texas home-rule municipal corporation duly organized under the laws of the state of Texas, hereinafter referred to as "City" and \_\_\_\_\_, hereinafter referred to as "User"

PREMISES: City hereby agrees to allow User the use of the premises referred to as \_\_\_\_\_, situated at \_\_\_\_\_ San Angelo, Tom Green county, Texas, beginning at \_\_\_\_\_ .m. on \_\_\_\_\_ 20\_\_\_ until \_\_\_\_\_ .m. on \_\_\_\_\_ 20\_\_\_ . this agreement shall include the right of access to and use of the parking areas adjacent to premises.

USE OF PREMISES: Premises shall be used solely for the purpose of

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And uses customarily associated therewith. User shall not permit Premises or any part of the thereof to be used for (a) conduct of any offensive, noisy, or dangerous activity; (b) the creation or maintenance of a public nuisance; (c) any purpose that violates any law, ordinance, rule or regulation; or (d) any purpose that in any manner obstruct, interferes with or infringes upon the rights of others or the City. User shall not sue premises, or any portion thereof, for any other purpose than that set forth above without first having obtained the written approval of the City.

RULES AND FEES: User agrees to abide by the rules and pay the fees set out in Exhibit "A", policies and procedures of the City of San Angelo Santa Fe Crossing, and Station 618 Senior Centers, which is attached hereto and incorporated herein by reference for all purposes.

TERMINATION: City shall have the right to terminate this agreement immediately for any reason whatsoever and take immediate possession upon oral notice to User of its intent to terminate, provided however, if user is not in default of this agreement upon termination, fees, paid may be refunded.

INDEMNITY: & User here by fully and forever agrees to release, discharge, indemnify and hold harmless City, its Council members, officer, directors, employees, and agents of any form an and all claims, demands, damages or causes of action, present or future, whether known or unknown, including that caused by the negligence of City, resulting from or arising out of User's use of Premises including, but not limited to any claims for personal injuries or property damages. User hereby assumes full responsibility for the character, acts and conduct of all people admitted to the premises by User its agents, employees, or other representatives.

ABONDONED PROPERTY: Any and all property of User or User's guests which may be left on or on premises after the termination of the agreement may be handled, removed or otherwise disposed of by City and City shall in no event be responsible for any property left in or on premises. City shall be under no obligation to store such property and User expressly contents to the sale, removal, discard, or other disposition of the abandoned property.

SPECIAL CONDITIONS:

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number of User

\_\_\_\_\_  
Senior Recreation Supervisor

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Address of User