



Rosa Hereford Killeen Community Center General Rules and Information
2201 E. Veterans Memorial Blvd., Killeen, TX 76543
P: (254) 501-8889 www.killeentexas.gov/kpr

COVID-19 RESERVATION HOURS

Monday – Friday 10:00 AM – 7:00 PM Saturday 10:00 A.M. – 5:00 P.M. Sunday CLOSED

GENERAL GUIDELINES

The City of Killeen will set and administer rules and rates for the use of the Rosa Hereford Killeen Community Center. Individuals, non-profits, civic organizations, businesses, government entities and community programs are eligible to rent the rooms for activities such as workshops, birthdays, weddings, interviews, displays, and sporting events. We do not currently reserve for political rallies but may host a community forum coordinated through the Rosa Hereford Killeen Community Center staff. Reservations may not charge admission, but donations may be accepted at the door. Reservations wishing to accept donations must coordinate through the Rosa Hereford Killeen Community Center Staff.

All uses of the rooms must comply with all City, County, State and Federal Laws.

Use of the rooms does not constitute endorsement by the City of Killeen. No advertisement or announcement implying such endorsement will be permitted. The Rosa Hereford Killeen Community Center Staff is responsible for implementing this policy.

RESERVATIONS

1. All reservations are made on a first come first serve basis and must be made **five** business days in advanced. There are no long-term rental agreements. Individual(s) or groups are only allowed to book **two** reservations at a time. At the end of the first reservation an individual(s) or groups may reserve two more reservations.
2. Rosa Hereford Killeen Community Center reservations may be made at the Family Recreation Center Monday-Friday between the hours of 9:00am and 8:00pm and Saturday 12:30pm-5:00pm. All reservations must be made in person.
3. All deposits and/or fees associated with the reservation must be paid in full at the time the reservation is booked. Individual(s) or groups booking with the resident rate **MUST** have proof of residency i.e. driver's license & utility bill received within 60 days.
4. The City of Killeen reserves the right to modify, or cancel any reservations, at any time for any reason.
5. Permission to use the rooms and deposits may be withheld from any individual(s) or groups failing to comply with the Rosa Hereford Killeen Community Center rules, making a reservation under false pretense, cause damages to the room, carpet, equipment or furniture or cause a disturbance.
6. The individual(s), groups, third parties, as well as the group as a whole will be held responsible for any and all damages that occur as a result of the use of the rooms. The individual who fills out the Application for Use or his/her designee must be present throughout the entire duration of the rental.

Entity	Capacity (50%)	Deposit	Non-Profit Rate	Resident Rate	Non-Resident Rate
Multi-Purpose Rooms W100, E300, E400, G700	W100- 25 E300/400- 29 G700- 17	\$50	\$ 20/2 hours \$100/day	\$30/2 hours \$150/day	\$70/2 hours \$205/day
Community Rooms G500, G600	G500- 17 G600- 33	\$50	\$20/2 hours or \$100/day	No charge/2 hours or \$150/day	\$70/2 hours or \$205/day
W200	50	\$100	\$ 60/2 hours \$250/day	\$75/2 hours \$265/day	\$100/2 hours \$295/day
Gym	50	\$50/1.5 hours \$500/day	\$25/1.5 hours or \$1,200/day	\$35/1.5 hours or \$1,200/day	\$45/1.5 hours or \$1,400/day
After Hours events must be completed by 10:00 pm	Two employees must be in the building after hours. A \$25/hour per employee fee will be added for all after hour reservations.				

CARE AND USE OF FACILITIES

1. The individual(s) or groups are responsible for all set-ups and clean-up of the reserved room(s). The Community Center Staff will provide trash bags, broom and mop. A clean up checklist will be reviewed and signed by the renter and Community Center Staff at the beginning and end of reserved time.
2. No overnight storage areas are provided.
3. Events must be confined to the inner space of the reserved room and cannot run over into a public area or lobby. The individual(s) or groups are responsible for the actions of the group and patrons attending the event.
4. All persons or groups making reservations are responsible for providing their own materials such as, but not limited to, cleaning supplies for tables and windows/mirrors, painters tape only for attaching decorations to walls, lighting, sound systems, concessions, office supplies, extension cords, etc.
5. Literature may not be placed in/on bulletin boards, doors, windows, light poles, lawn, or any other surfaces on the grounds of the Rosa Hereford Killeen Community Center without written approval by the City of Killeen.
6. No fire exits, exit signs or entrances may be blocked at any time.
7. No vehicles are permitted on the walkways, sidewalks or grounds. Vehicles left unattended in the fire lanes or loading areas will be towed at owner's expense.
8. Groups may not set up any type of barricades or temporary fencing to block off any area of the Rosa Hereford Killeen Community Center grounds without written approval from the City of Killeen.

9. All groups and individuals must adhere to all Rosa Hereford Killeen Community Center rules.
 - a. Do not sit or stand on tables
 - b. Noise must be kept to a minimum and contained to reserved room
 - c. Cooking is not allowed
 - d. No open flames
 - e. Groups may not change rooms without office approval
 - f. No tobacco products (smoking, vaping or chewing) or alcohol

REFUNDS AND CANCELLATIONS

1. Cancellations must be received seven (7) business days in advance of reserved date in writing using the Application for Refund or Cancellation. Rental fees and deposit may be returned with a \$5.00 administrative fee assessed. A refund request will not be honored if the request is made less than seven (7) business days prior to the reservation.
2. Deposits are refundable based on the condition of the building after the event and compliance of reserved time and rules.
3. Renters must vacate the rented area by the end of the reservation. One dollar per minute over the end of reserved time will be deducted from the deposit.
4. Cost of damages will be assessed at the end of the event and will be deducted from the deposit.
5. All refunds and deposits are returned within four (4) to six (6) weeks. All refunds must be received using the Application for Refund or Cancellation.

CLEAN UP EXPECTATIONS

1. All tables & chairs cleaned, stacked appropriately on carts and returned to original place.
2. Floor free of spills, debris and food.
3. All personal items and trash removed.
4. Countertops and tabletops in room free of debris, food and wiped down.
5. Room free of any damages.

Permission to use the meeting room may be withheld from groups failing to comply with Recreation Services policy and from any group who damages the room, carpet, equipment, or furniture or causes a disturbance. This reservation policy will be reviewed periodically to determine its effectiveness.



Rosa Hereford Killeen Community Center Reservation Agreement

Name of Group (if applicable): _____

Name of Event: _____

Primary Point of Contact: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home: (____) _____ Work: (____) _____ Cell: (____) _____

Email: _____

Secondary Point of Contact: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home: (____) _____ Work: (____) _____ Cell: (____) _____

Email: _____

Date of Reservation (1): _____ Time of Reservation: _____ to _____

**to include setup and clean up*

Room Requested: _____ Number of Participants Expected: _____

REQUESTED: # Tables _____ # Chairs _____

Date of Reservation (2): _____ Time of Reservation: _____ to _____

**to include setup and clean up*

Room Requested: _____ Number of Participants Expected: _____

REQUESTED: # Tables _____ # Chairs _____

Please explain what this event will consist of. Include all specific details, including schedule, fees, setup, etc.:

Deposit Options (check one): Return after event Return at the end of six months

Deposits will be refunded to the primary point of contact within 6 weeks from deposit request

By signing, I agree that I have read the policy for the Killeen Community Center and agree to be responsible for adhering to all rules and regulations and informing members of my group. I agree to be financially responsible for any cleaning or repairs costs the City incurs after the use of the reserved room.

Print Name: _____

Signature: _____ Date: _____

----- FOR OFFICIAL USE ONLY -----

Rental Fee: \$ _____ Deposit Fee: \$ _____ Attendant Fee: \$ _____ TOTAL FEE: \$ _____

Date Received: _____ Method of Payment: _____ Receipt #: _____ Staff Initials: _____