



MURPHY COMMUNITY CENTER

**Room Reservation Policy
Murphy Community Center
Murphy Activity Center**

Murphy Community Center Rental Form

Description of Event: _____ Anticipated Attendance: _____

Day/Date of Event: _____ From: _____ AM/PM To: _____ AM/PM

Facility available to rent: Murphy Community Center
205 N. Murphy Road
Murphy, TX 75094

Contact Person: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Work/Cell Phone: _____ Email: _____

Alternate Contact: _____ Phone: _____

How did you hear about our facility? guide website friend other

Facility Hours

Monday – Thursday 8:30 am – 9:00 pm
Friday 2:00 am – 10:00 pm
Saturday 10:00 am – 4:00 pm
Sunday CLOSED

After Hour Rentals

Saturdays 4:00 pm – 10:00 pm

Weekday Court Rentals

Monday-Wednesday 8:00pm – 9:00pm

Rooms – Please check the appropriate box (s):

Marie Adams Room

Homer Adams Room

Homer and Marie Adams Room

Boyd Gymnasium

Murphy Activity Center

Boyd Gymnasium Half Court (Basketball Only)

| | Room Size | Hourly Rate Residents | After Hours Residents | Non-Residents Rates | After Hours Non-Residents | Refundable Deposit | Non-Refundable Administrative Fee |
|-----------------------------|-----------|-----------------------|-----------------------|---------------------|---------------------------|--------------------|-----------------------------------|
| Marie Adams Room | 518 ft | \$20.00 | \$40.00 | \$40.00 | \$60.00 | \$100.00 | \$25.00 |
| Homer Adams Room | 579 ft | \$20.00 | \$40.00 | \$40.00 | \$60.00 | \$100.00 | \$25.00 |
| Homer and Marie Adams Room | 1,097 ft | \$40.00 | \$60.00 | \$60.00 | \$80.00 | \$100.00 | \$25.00 |
| Murphy Activity Center | 3,040 ft | \$75.00 | \$100.00 | \$100.00 | \$150.00 | \$100.00 | \$25.00 |
| Boyd Gymnasium | 1,712 ft | \$50.00 | \$75.00 | \$70.00 | \$100.00 | \$100.00 | \$25.00 |
| Boyd Gymnasium Court Rental | 1,712 ft | \$45.00 | \$45.00 | \$65.00 | \$65.00 | \$100.00 | Not Applicable |



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Rental Fees – Please check the appropriate box (s):

| | | | | | | | |
|-------------------------------------|--------|---------|---------|---------|---------|----------|----------------|
| Boyd Gymnasium Half Court Rental | 856 ft | \$25.00 | \$25.00 | \$35.00 | \$35.00 | \$100.00 | Not Applicable |
|-------------------------------------|--------|---------|---------|---------|---------|----------|----------------|

Community Center Policies

Approved By City Council on January 3, 2012.

Amended by City Staff to correct language to reflect Murphy Municipal Code of Ordinances on July 19, 2012.

1. The Murphy Community Center and Murphy Activity Center accepts reservations in-person on a first come, first serve basis at the Murphy Community Center. Each applicant must provide payment in full by check or credit card with a signed contract.
2. Reservations may be made up to 90 days in advance; and at least two weeks prior to the requested date.
3. Time limit for reservation needs to include decorating and clean-up, so another group could be scheduled afterwards.

Initial: _____

4. Reservations are available to residents and non-residents.
5. The Murphy Community Center staff will process a \$100 refundable clean-up/damage deposit on all reservations.
6. The Murphy Community Center staff will process an administrative fee for reservations made for all Scout Troops or non-profit groups who serve Murphy. Administrative fees are non-refundable.
7. The Murphy Community Center staff will process a \$25 administrative fee for all other room reservations in the Murphy Community Center or the Murphy Activity Center. Administrative fees are non-refundable.
8. Reservation parties are responsible for removing all equipment, supplies, and trash at the end of their reservation time frame. The Murphy Community Center or Murphy Activity Center will not store nor be held responsible for any property left after the conclusion of the reservation. Please report any maintenance issues or hazards to Facilities Division at 972.468.4024. Please leave the area clean. If the Murphy Community Center or Murphy Activity Center reserved area, tables, chairs and fixtures are found in a neat and orderly state and in the condition it was rented in, a full refund of the \$100 clean-up/damage deposit will be issued.
9. City sponsored meetings, events and recreational classes will take precedence. The Murphy Community Center or Murphy Activity Center has the right to cancel, move or reschedule a reservation at any time. This shall include the right to terminate a reservation during the activity if conditions so warrant.
10. Room reservation rules and regulations are provided at the time of the reservation.
11. All guest and children must stay in the room stated above during their reservation. Guests are allowed to tour the facility but can not use the facility or any equipment during the reservation time. If any guests are interested in a tour of the facility they may do so after the reservation is complete.
12. Admission charges or the solicitation of funds in conjunction with a reservation requires the written approval of a Parks and/or Recreation Director.
13. The activity must be under the direct supervision of the person making the reservation.
14. Organizations must provide a minimum of two adult chaperons for youth functions of 15 - 30 persons. One additional chaperon must be provided for each additional 10 persons. Chaperons must be present before the reservation begins and must remain throughout the entire function. The parent signing the contract for youth functions must be present throughout the entire reservation.

Initial: _____

15. Organizations reserving the center must comply with all applicable facility rules and regulations as well as all City, State, and Federal laws, ordinances, and policies.
16. Organizations will be held accountable for the actions of their members during the reservation.
17. Organizations reserving the center shall be responsible for all damages to the facility and/or equipment which occur as a result of the reservation.

Initial: _____

18. Excessively loud entertainment, as determined by staff, shall not be permitted.
19. The center does not furnish any utensil, plates, cups, serving dishes, tablecloths, trash bags, or other equipment.



Community Center Policies Continued

20. Groups must remove all equipment, supplies and trash at the end of their reservation time period. The Recreation Department will not store nor be held responsible for any property and equipment left after the conclusion of a reservation.

Initial: _____

21. Food and beverage may be consumed in designated areas only. Please see Catering Policy for more information.
22. Nails, thumb-tacks, etc. must not be used to attach decorations to the structure or to the furnishing. Decorations may be used on the tables only.

Initial: _____

23. The number of persons meeting in the reserved room shall not exceed the maximum number permitted in that room according to fire code regulations.
24. Tobacco products and firearms are not permitted anywhere in the center. Alcoholic beverages are not permitted in the parking lot or on park property.
25. The Murphy Community Center and The Murphy Activity Center are not liable for any interruptions caused by power failures, emergency situations, or heat/air conditioning failures during reservation time.
26. The Murphy Community Center and the Murphy Activity Center reserves the right to cancel a reservation at any time. This shall include the right to terminate a reservation during the activity if conditions so warrant.
27. Failure to comply with these policies will result in the denial of any subsequent use of the center.

Initial: _____

Cleaning Policies

All reservations are required to clean and return the building to the condition that it was previously in at the beginning of the scheduled reservation. This includes:

- Removing any and all equipment or personal property brought into the facilities. *The Community Center is not responsible for lost or stolen items.*
- Emptying all trash bins, and place trash bags in trash cans. Trash cans for the Murphy Community Center are located to the right of the south main doors after going down the main hallway and the Murphy Activity Center trash cans are right outside the back doors. The green trash cans are for trash and the black/grey trash cans are for recycling.
- Relining the trash cans

Murphy Community Center:

- Sweep and spot mop floors
- Place furniture in orderly manner
- Clean table tops with sanitizer wipes or cleaner and paper towels

Murphy Activity Center:

- Vacuum Floors and sweep tiles
- Clean Kitchen Area
- Place furniture in orderly manner
- Clean table tops with sanitizer wipes or cleaner and paper towels.

Initial: _____



Catering Policies

If food will not be catered, initial here: _____

1. If the reservation is catered, the catering company must possess a valid health permit through the City of Murphy, or the city where the food establishment is based, and provide copies of their license 14 days prior to the reservation.
2. A health permit is not required for meals in which the food is not catered.

Alcohol Policies

If alcohol will not be served at this event, initial here: _____

1. The Lessee shall pay a fee of \$50.00 for an alcohol use permit to serve alcoholic beverages at the event. If alcoholic beverages are to be sold at the event, Lessee must pay a fee of \$100.00 in advance for an alcohol use permit to sell alcoholic beverages at the event. Alcoholic beverages shall be considered to be sold under the following circumstances:
 - a. If a fee is charged for the serving of an alcoholic beverage
 - b. If the Lessee charges a cover charge or other admission fee or donation for the event and alcoholic beverages are then provided to patrons at no additional cost.
2. Alcoholic beverages may only be consumed inside the authorized portions of the Facility (Murphy Community Center and/or Murphy Activity Center) and only during the permitted event. Permitted events will only be allowed on Saturday evenings. Consumption of alcohol in the parking lot is strictly prohibited.
3. Lessee fully guarantees, represents and shall be totally responsible, that the sale, serving and/or consuming of alcoholic beverages at the event shall comply with the laws of the State of Texas and the rules and regulations of the Texas Alcoholic Beverage Commission ("TABC"), including, without limitation, ensuring that no alcoholic beverages are dispensed to children, minors or any persons under the age of 21. The Lessee also fully guarantees that the responsible party providing, selling and/or serving alcoholic beverages is licensed by the TABC.
4. At events where alcohol is being served or sold, the Lessee shall be responsible, at its sole cost and expense, for providing uniformed, off-duty Murphy Police Department ("MPD") officers or other police officers as approved by the Chief of Police, to ensure safety and security.
5. If the event is expected to involve more than 250 patrons, the Lessee must provide the City of Murphy with a Commercial General Liability insurance policy written on an occurrence basis and with a combined single limit of not less than \$1,000,000.00 to cover the event. Such insurance shall include coverage for Broad Form
6. Contractual Liability, Broad Form Property Damage and Personal Injury Liability, Premises/Operations, Explosion, Independent Contractor Liability, and Hostile Fire Liability. Lessee shall name the City as an additional insured on such liability insurance. In addition, Lessee shall have the liability insurance policy endorsed to provide that the insurance shall waive (i) any right of recovery which the insurer may have or acquire against the City of Murphy, its employees, agents, officers, officials, Mayor, City Council Members, City Board, Commission and Committee Members for payment under such policies, and (ii) any right of subrogation which the insurer may have or acquire for payments to any person who asserts a claim against the City of Murphy, its Mayor, City Council Members, City Board, Commission and Committee Members, and its officers, officials, employees, or agents by any person or entity to or for whom the insurer pays monies or other benefits. The policy and/or certificate of insurance must be provided to the City prior to occupying the Facility.

Alcohol Policies Continued

LESSEE UNDERTAKES AND AGREES TO SAVE AND KEEP THE CITY OF MURPHY, ITS EMPLOYEES, AGENTS, OFFICERS, OFFICIALS, MAYOR AND CITY COUNCIL MEMBERS, CITY BOARD, COMMISSION AND COMMITTEE MEMBERS, OF AND FROM ANY AND ALL LOSSES



Cancellation Policy

The Murphy Community Center and The Murphy Activity Center will issue refunds under the following guidelines.

- **No refunds will be issued if** rental is cancelled with notification less than five (5) working days before the date stated on the Rental Agreement, rental fee will be kept and deposit will be returned.
- **Partial Refunds will be issued if** rental is cancelled regardless of reason with notification of five (5) or more working days before the date stated on the Rental Agreement.

Initial: _____

Amendment Policy

Amendments (date change, time extension, time subtraction, etc.) to the Rental Agreement must be made in person at the Murphy Community Center at least five (5) working days prior to the date stated on the Rental Agreement.

Initial: _____

The applicant is authorized to negotiate and sign this agreement on behalf of the individual, group or organization he/she represents. He/She pledges the individual, group or organization to observe the policies stated on this agreement and attached Rules and Regulations. The applicant has read the Rules and Regulations on this page and attached pages and agrees to abide by them. The applicant has also read the Cancellation/Amendment Policy attached.

Household Signature

Date

City of Murphy Recreation Department

Date



MURPHY POLICE DEPARTMENT OFF-DUTY OFFICER REQUEST FORM

Name/Type of Event: _____

Event Date(s): _____

Event Location: _____

Event Time(s): Start _____ End _____

Type of Duty: Traffic control and pedestrian safety Crowd control Security
 Routine law enforcement

Additional Information on Duties (if needed):

Number of Officers Requested: _____ Will alcohol be served: _____

Requestor Name: _____ Phone(s): _____

Address: _____

Initial beside each of the following guidelines acknowledging these standards for off-duty officer employment:

I agree to pay the amount of \$40.00 per hour (2 hour minimum) to each individual officer hired.

I understand that only law enforcement related duties will be performed, no "house rules" can be enforced.

I agree to contact the off-duty employment coordinator (listed below) within 24 hours prior to the date of the assignment in the event of cancellation.

I understand that failure to cancel prior to 24 hours before the event will constitute a final agreement to compensate the off-duty officer(s).

I agree that off-duty officers work under the authority of the Murphy Police Department and its supervisors.

I understand that should the detail require more than two officers that a supervisor must be present and will be compensated in the amount of \$50 per hour.



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___ I understand that in a case of extreme emergency officers may be called away from the assignment.

___ I agree to contact the coordinator listed below prior to the event to confirm officers have been assigned.

Requestor Signature: _____ Date: _____

Return this form to: Murphy Police Department
 Attn: Lt. Adana Barber
 206 N. Murphy Road, Murphy, TX 75094
 Phone: 972-468-4200
 Fax: 972-468-4213

Department Approval:

Chief of Police:

Approved _____

Denied _____

Signature

Date: _____

Alcohol Permit Request



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PLEASE CHECK ONE: NEW PRIOR CUSTOMER

ALCOHOLIC BEVERAGES WILL BE: SOLD (\$100.00 FEE) SERVED (\$50.00 FEE)

* Alcoholic beverages shall be considered to be sold under the following circumstances: a) if a fee is charged for the serving of an alcoholic beverage; and/or b) if the Lessee charges a cover charge or other admission fee or donation for the event and alcoholic beverages are then provided to patrons at no additional cost.

DATE: _____

Description of Event: _____

Anticipated Attendance: _____

Day/Date of Event: _____

From: _____ AM/PM To: _____ AM/PM

Room Requested: _____

of required officers: _____

Contact Person:

Address: _____ City: _____

Zip: _____

Home Phone: _____ Work/Cell Phone: _____

Email: _____

Alternate Contact: _____

Phone: _____

TABC LICENSE NUMBER: _____

TABC LICENSE EXPIRATION DATE: _____

APPLICANT'S NAME:

(PLEASE PRINT CLEARLY)

APPLICANT'S SIGNATURE:

NOTE: PLEASE INCLUDE A COPY OF CURRENT TABC LICENSE. EXPIRED TABC LICENSE AND/OR ALCOHOL PERMIT WILL RESULT IN IMMEDIATE CLOSURE OF ESTABLISHMENT.

| FOR OFFICE USE ONLY | | |
|---------------------|----------------------|-------|
| PROCESSED BY: | _____ | _____ |
| | SIGNATURE | DATE |
| FEE: _____ | FEE COLLECTED: _____ | |
| APPROVED: _____ | DENIED: _____ | |
| COMMENTS: _____ | | |
| _____ | | |
| _____ | | |