

Dear Community Member:

Thank you for reserving the Wolfforth Community Center.

The intent of this venue is to provide a substantial space for members of the community to be able to host family and social occasions at an affordable cost. To ensure that we are able to keep the fees reasonable, we ask that renters take the steps we list in this packet to ensure that we are able to keep our center in excellent condition for years to come.

Again, thank you for choosing our venue for your event and for treating the property with the utmost respect. We ask that when you leave the center, the only footprint of your presence be the used paper products and can liners.

Failure to meet these standards will result in the total loss of the cleaning deposit.

If you have questions or have a problem with the facility, please email tadavis@lubbockcounty.gov or in an emergency call (806) 516-7080.

POLICY AND BUILDING USE

The Clubhouse shall be available for use Monday through Sunday, 10 AM to 10 PM, weekend and holiday use is subject to seasonal variations.

PROCEDURE FOR REQUESTING FACILITIES

1. All requests for the use of the facilities shall be made to the Clubhouse event planner by e-mail at tadavis@lubbockcounty.gov. A minimum 72-hour notice is required.
2. After a reservation is confirmed by e-mail a rental agreement and full rental fee payment must be made within 5 days. If it is not received, the reservation date may be forfeited.

a. **Payment Location:** Lubbock County Commissioner's Court
904 Broadway, First Floor, Suite 101
Lubbock, Texas 79401

b. **Payment Office Hours:** Monday – Friday 8:00 AM to 4:30 PM
Closed for Lunch 12:00 PM – 1:00 PM

3. Notice of cancellation must be made within two weeks before the event. An event cancelled without proper notice may forfeit the rental fee.

FACILITY RESTRICTIONS

1. Smoking is not permitted anywhere in the building.
2. Alcohol is not permitted in the building or on the property.
3. Lubbock County assumes no responsibility for property left on the premises by the renter or the renter's guest.
4. Consumption or possession of any illegal substance is not permitted.
5. Doors at the Clubhouse cannot be left propped open.

6. Money generating events are not allowed unless documentation is presented that the money is being raised to benefit a 501 (c)(3) organization or other charity.
7. Unless previous arrangements have been made the renter may not enter the Clubhouse to decorate until the morning of the reservation (10:00AM).

DECORATIONS

1. No stapling, taping, nailing, or tacking of banners, decorations, or other materials to any of the Clubhouse's surfaces, furnishings, fixtures, floors, walls, or any areas of the building.
2. No combustible materials, sparklers, water-related displays, smoke, or fog machines are permitted.
3. No tinsel, small jewels, glitter, confetti, rice, birdseed, hay, hay bales, stickers or silly string may be used inside or outside the building.
4. All decorations and items not owned by the County must be removed from the event space immediately following the event.
5. Candles are not permitted.

RESPONSIBILITY OF USER

1. The renter is responsible for leaving the facility as it is found. If not, the \$200 deposit will be forfeited.
2. Any damage done to the facility by a renter, as determined by the custodian, will be the financial responsibility of the renter.
3. A person over the age of 21, responsible for the event, **MUST** be present for the entire event.
4. Set up, breakdown or clean-up of any program or activity is the responsibility of the renter.
5. The renter assumes full responsibility for personal injury to any participants and spectators.

FEES

1. The rental fee is \$100/day.
2. The deposit is \$200/event.

REASONS FOR DENYING A REQUEST OR CANCELING AN EVENT

Lubbock County may deny an applicant the privilege of using the facilities, even if they are available, and/or cancel an event for any of the following reasons:

1. Violation of the rules and regulations.
2. Previous incidents wherein use of the facility resulted in damage, or misuse of the facilities or equipment.
3. Misrepresentation of an event.
4. If full payment is not received.
5. Any action which may result in harm and/or damage to attendees, participants, County personnel, security personnel or where the public is in danger.
6. Renter or guests causing damage to property.
7. Improperly supervising or monitoring children, attendees, and visitors.
8. Any act by the renter that Lubbock County deems as a public safety issue, illegal, health risk or damaging to the County's reputation.
9. Any causes beyond Lubbock County's reasonable control, including but not limited to tornado, earthquake, flood, fire, storm, natural disaster, act of God, government orders or any other force majeure event.

Community Center Cleaning Instructions

Any additional cleaning that is required to be done by the custodian will result in a loss of the \$200 deposit.

Cleaning Supplies Provided: Mop, Mop Bucket, Broom, Dustpan, 1 Liner per Trash Can Per Day of Rental + 1 Per Can to Re-Line Cans.

All renters must supply their own cleaning supplies. Here are some suggested supplies for you to bring: All-purpose cleaner suitable for kitchens and bathrooms, cleaning cloths or paper towels, toilet brush, glass cleaner, cleaning gloves, floor cleaner for kitchens and bathrooms (i.e. bleach), and extra trash can liners if you anticipate using more than one per can.

Kitchen:

1. Clear out any food from the fridge and freezer and clean any spills if necessary.
2. Check all the appliances (stovetop, oven, microwave) for any soiling, spills or crumbs left by your party and clean accordingly.
3. Wipe down all countertops, sinks, and backsplashes to remove all crumbs, spills, and splashes.
4. Take out all trash to the dumpster, reline cans, and return trash cans to the kitchen.
5. Sweep and mop thoroughly.

Meeting Room and Foyers:

1. Wipe down all tables and chairs, fold down and return them all to the storage closet in an orderly manner.
2. Ensure that the room is cleared out of anything brought in by your party.
3. If there were food/drink serving tables set up against walls, inspect the walls for any food or drink drips or splashes.
4. Sweep all three of the rooms thoroughly. To help keep the center free from unwanted pests, be sure that ALL crumbs are removed.
5. Using **COOL WATER ONLY**, mop all three rooms, focusing on areas where there was heavy foot traffic or spills.
6. Check water fountain for anything unusual such as gum, candy, stains from substances other than water being poured down and clean accordingly.

Bathrooms:

1. Remove used trash can liner and take to the dumpster and re-line the can with provided liner.
2. Wipe down the countertops, backsplash, and mirrors. (Make sure no water spots are visible)
3. Ensure all toilets are flushed. The urinal may need to have the handle held down to effectively flush.
4. Inspect the toilets (seat tops, underneath the rim, and drips down the side) and wipe away any visible soiling.
5. Inspect the entire room for any excessive, unseemly, or out of the ordinary soiling.
6. Sweep and mop both bathrooms.

Outside of the Building:

1. Inspect the facility grounds for any trash, debris, food leftovers, decorations, etc. and remove everything from the premises. This includes debris left over from extinguished cigarettes.
2. Remove all signage, including signs left on poles, pillars, and posts. This includes anything you may have posted at the entrance of the park.
3. Ensure that each door is locked before leaving the center per application e-mailed instructions. Access Code to the building is deactivated after 10:00 PM.