

ORDINANCE NO. 016-03

AN ORDINANCE OF THE CITY OF DE LEON, TEXAS, PROVIDING RENTAL REQUIREMENTS FOR THE CITY HALL AUDITORIUM; ESTABLISHING RULES AND REGULATIONS FOR THE USE OF THE AUDITORIUM; SETTING FEES FOR RENTAL; PROVIDING OPEN MEETINGS AND SEVERABILITY CLAUSES; ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, City of De Leon, Texas (herein the "City") desires to rent the City Hall Auditorium and prescribe rules and regulations for the use and rental.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DE LEON, TEXAS, THAT:

**Section 1: Terms of Agreement.** The City Hall Auditorium shall be available for rental under the terms and conditions set forth in Exhibit "A", incorporated herein as though fully transcribed herein (the "Agreement").

**Section 2: Authorized Renter.** Any group, persons or organization ("renter" ) wishing to rent the City Hall Auditorium must designate a representative to be personally responsible for the Agreement. Any renter not satisfactorily executing an Agreement and paying the fees required herein shall be automatically disqualified from reserving or renting the City Hall Auditorium. The City reserves the right to reject any renter.

**Section 3. Fees.** Unless otherwise designated as an exempt group or organization as set forth in the Agreement, the renter shall pay the fees as follows:

\$100.00	Rental per day (all functions except dances)
\$150.00	Rental per day for dances (\$75.00 for Senior Citizen Group Dances)
\$200.00	Deposit (Return contingent upon satisfactory inspection of building, premises and parking lot for cleanliness and damages. Also to find that there were no violations of the rules to this agreement.)

Deposits shall be made at the time reservations are made. Cancellations must be in writing at least thirty 30 days in advance of scheduled event. Failure to properly notify City of cancellations could result in forfeiture of deposit fee and rental fee. All fees shall be paid when keys are picked up. Dances shall require a minimum of two (2) De Leon Police Officers, as security, to patrol the dance and shall be paid by the person renting the City Auditorium. Proof of Security must be shown no later than 10 days before scheduled event and must have letter and receipt form De Leon Police Chief stating Security has been made, except Senior Citizen Dances.

**Section 4. Severability.** Should any section or part of this Ordinance be held unconstitutional, illegal or invalid, or the application to any person or circumstance for any reasons thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this Ordinance are declared to be severable.

**Section 5. Effective Date.** This Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the *Tex. Loc. Gov't Code*.

**Section 6. Open Meetings.** It is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, *Chapt. 551, Tex. Gov't. Code*.

PASSED AND APPROVED on First Reading this \_\_\_\_ day of \_\_\_\_\_, 2003

FINALLY PASSED AND APPROVED on this the \_\_\_\_ day of \_\_\_\_\_, 2003

ATTEST:

CITY OF DE LEON, TEXAS

\_\_\_\_\_  
B. Gail Neeley, City Secretary

\_\_\_\_\_  
John R. Adcock, Mayor

# CITY OF DE LEON

*"Busiest Town—Friendliest People"*

P.O. Box 318  
125 S. Texas Street  
De Leon, Texas 76444  
Phone (254) 893-2065-Fax (254) 893-3254  
E-Mail [deleon1@cctc.net](mailto:deleon1@cctc.net)

## CITY HALL AUDITORIUM RENTAL FEES, RULES AND REGULATIONS

EFFECTIVE DATE: August

REVISED DATE: July 22, 2003

\$100.00 Rental per day (all functions except dances)  
\$150.00 Rental per day for dances (\$75.00 for Senior Citizen Group Dances)  
\$200.00 Deposit (Return contingent upon satisfactory inspection of building, premises and parking lot for cleanliness and damages. Also, to find that there were no violations of the rules to this agreement.)

1. Fee will be charged to all individuals or groups using the Auditorium except:
  - a. official City functions as approved by the City Council; or
  - b. legally organized, non-profit groups, located in De Leon. Such use is limited to two consecutive days, once each calendar month unless otherwise approved by City Secretary or Mayor. Deposit may be required.
2. Deposit shall be made at the time reservations are made. Cancellations must be in writing at least 30 days in advance of scheduled event. Failure to properly notify City of cancellations could result in the forfeiture of deposit fee and rental fee.
3. All fees shall be paid when keys are picked up.
4. Reservations must be made at the City Hall. Reservations for family reunions, civic organizations etc. that are annual events are held in perpetuity, until otherwise notified in writing.
5. Dances require a minimum of two (2) De Leon Police Officers, as security, to patrol the dance and shall be paid by the person renting the auditorium. Proof of Security must be shown no later than 10 days before scheduled event and must have letter and receipt from De Leon Police Chief stating Security has been made.
6. The week of the Peach & Melon Festival (Sunday thru Saturday) is reserved for Festival activities only.
7. The City reserves the right to cancel or postpone any reservation in order to schedule events that are deemed worthy or in the best interest of the City. Any rescheduling shall be done by vote of the City Council in Regular or Special Sessions. The individual making the original reservation will be notified 48 hours in advance of the Session.
8. Reservations may also be canceled for Police, Fire or Medical emergencies.
9. Tables must be covered with some type of paper or cloth cover when serving food.
10. No alcoholic beverages or smoking allowed.
11. No furniture or equipment shall be removed from the building.
12. The Auditorium must be left in the same condition as when rented. The tables shall be folded and placed flat on the floor and against the wall.
13. No staples or nails are allowed to attach decorations or signs to walls. All decorations and tape shall be removed.
14. All garbage cans must be lined with plastic bags. All garbage bags must be tied and placed outside the building in the dumpster.
15. Do not set thermostats on air conditioners below 68 degrees. This will cause the condensers to frost over and you will be without cooling.
16. All air conditioners and heaters must be turned to the OFF position on the thermostat before leaving. DO NOT USE CIRCUIT BREAKERS.
17. The City reserves the right to reject any or all requests for use of auditorium.

APPROVED AND PASSED BY THE CITY COUNCIL ON

(I acknowledge that I have received a copy of the rental fees and rules for use of the City Auditorium and agree to the Rules & Regulations set forth.)

Signature of person renting Auditorium \_\_\_\_\_