

**Round Rock Chapter
Facility Usage
Policies and Procedures**

I. PURPOSE

The purpose is to establish a Policy and Procedure to provide control and guidance for the Chapter Facility Usage

II. OBJECTIVES

- A. To provide Facility Usage to registered and non-registered individuals.
- B. To provide facility Usage for family activity and chapter related events/activities.

III. POLICIES

- A. Facility usage Form shall be required to be completed for building request.
- B. All Chapter Building Rental Fees shall be paid prior to building usage.
- C. Sponsors shall be required to provide own cleaning supplies.
- D. Sponsors shall be responsible for overseeing all chapter equipment such as tables and chairs.
- E. Sponsors shall be responsible for any damages or lost of any chapter equipment
- F. Sponsors shall be required to end any family activity by 10 pm.

IV. PROCEDURES

- A. Forms:
 - a. A Facility Usage Form Needs to be completed and signed by Sponsor.
 - b. The Chapter Administrator will approve or deny the Facility Usage request.
 - c. If approved, the sponsor will pay rental fee in advance to schedule date of activity.
 - d. If denied for any reason, the Chapter Administration will contact sponsor
- B. Usage Fee:
 - a. All sponsors are to pay in full prior to scheduling activity.
 - b. The Chapter Facility Rental Fee is:
 - i. \$50.00 for registered voter for profit making organization and family activities; and
 - ii. \$75.00 for non-registered voters for profit making organization and family activities.

C. Cleaning Supplies & Chapter Equipment:

- a. All Sponsor need to bring own cleaning supplies.
- b. All Sponsor are to take care of Chapter equipment such as tables and chairs.
- c. All Sponsors are to clean after scheduled activity
- d. All Sponsors are responsible for disposing of Trash.
- e. Any damage of equipment or facility will be billed to the sponsor.
- f. Any uncleaned facility or damages will forfeit next building usage request.

D. Children:

- a. All Sponsors and parents need to remember and abide by the Curfew (9pm to 7am).
- b. All Sponsors are responsible for any damage, if damage occurs, the sponsor will compensate the chapter for damage cost.

E. Time

- a. Sponsors need to indicate time of activity on Facility Usage Form.
- b. The Facility Usage Form will be limited to 10pm nightly for any activity.
- c. The Facility Usage will be available from Sunday – Saturday, with the exception of HOLIDAY weekends.

V. **AMENDMENT**

The Chapter may amend the Policies and Procedures at a duly called meeting when deemed necessary.