

# The Park at Lakeline Oaks

Williamson-Travis Counties MUD #1

## Rental Information

<b>Peak</b> reservations are reservations on <b>Friday, Saturday, or Sunday</b>			
<b>Non-Peak</b> reservations are reservations any time during <b>Monday through Thursday</b>			
	<b>Room</b> (A <u>Room</u> reservation includes the meeting room within the Lakeline Oaks Building ONLY)		
	<b>Resident</b>	<b>Non-Resident</b>	<b>Non-Profit</b>
	<b>4 hours or less</b>	Peak: \$70 Non-Peak: \$35	Peak: \$130 Non-Peak: \$100
	<b>4-6 hours</b>	Peak: \$105 Non-Peak: \$70	Peak: \$200 Non-Peak: \$130
	<b>6-8 hours</b>	Peak: \$180 Non-Peak: \$140	Peak: \$280 Non-Peak: \$210
	<b>All Day</b>	Peak: \$245 Non-Peak: \$210	Peak: \$400 Non-Peak: \$330
			\$5/hour
	<b>Deposit</b>	<b>Deposit</b>	<b>Deposit</b>
	\$100	\$200	Waived
	<b>Room Plus</b> (A <u>Room Plus</u> reservation includes the meeting room within the Lakeline Oaks Building plus either the use of the kitchen <u>or</u> the pavilion)		
	<b>Resident</b>	<b>Non-Resident</b>	<b>Non-Profit</b>
	<b>4 hours or less</b>	Peak: \$120 Non-Peak: \$85	Peak: \$190 Non-Peak: \$160
	<b>4-6 hours</b>	Peak: \$155 Non-Peak: \$120	Peak: \$260 Non-Peak: \$190
	<b>6-8 hours</b>	Peak: \$230 Non-Peak: \$190	Peak: \$340 Non-Peak: \$290
	<b>All Day</b>	Peak: \$295 Non-Peak: \$260	Peak: \$460 Non-Peak: \$390
			\$10/hr
	<b>Deposit</b>	<b>Deposit</b>	<b>Deposit</b>
	\$200	\$300	Waived
	<b>Entire Center</b> (Rental of the <u>Entire Center</u> includes the meeting room within the Lakeline Oaks Building, along with use of the kitchen <u>and</u> the pavilion)		
	<b>Resident</b>	<b>Non-Resident</b>	<b>Non-Profit</b>
	<b>4 hours or less</b>	Peak: \$200 Non-Peak: \$165	Peak: \$250 Non-Peak: \$200
	<b>4-6 hours</b>	Peak: \$235 Non-Peak: \$200	Peak: \$300 Non-Peak: \$250
	<b>6-8 hours</b>	Peak: \$310 Non-Peak: \$270	Peak: \$400 Non-Peak: \$350
	<b>All Day</b>	Peak: \$375 Non-Peak: \$340	Peak: \$500 Non-Peak: \$450
			\$15/hr
	<b>Deposit</b>	<b>Deposit</b>	<b>Deposit</b>
	\$250	\$350	Waived
<b>Add-Ons:</b> Use of AV Equipment: \$30; Event with <u>alcohol</u> : Additional \$100 rental fee + \$45/hour for constable			

Should the reservation options requested not be honored (i.e. use of the kitchen or pavilion when agreed to not use those facilities or use of AV equipment without paying for rental), resident will lose deposit and may forfeit the right to reserve in the future.

Reservations can be made on the District website at [www.wtcmud1.org](http://www.wtcmud1.org).

If you have any questions, please e-mail [parks@Inframark.com](mailto:parks@Inframark.com) or call 512-246-0498, ext. 30411.

For in-person or by mail reservations, please make check or money order payable to WTC MUD #1 (NO CASH), and mail or deliver form to:

Inframark  
1000 Old Mill Road  
Cedar Park, Texas 78613

The Park at Lakeline Oaks Building (MUD Office)  
1000 Old Mill Road, Cedar Park, TX 78613

In-person or by mail form

Type of Function \_\_\_\_\_

Number of Guests invited \_\_\_\_\_ Number of guests expected \_\_\_\_\_

Alcohol at event \_\_\_\_\_ Yes \_\_\_\_\_ No (If "yes", a constable is required for reservation with additional \$100 rental fee and payment to the constable of \$45/hour)

AV Rental Use- Includes use of projector, screen, microphone (\$30) \_\_\_\_\_ Yes \_\_\_\_\_ No

Date of Event \_\_\_\_\_ Time to enter facility \_\_\_\_\_ Time to leave facility \_\_\_\_\_

Name: \_\_\_\_\_  
(Refund check will be made payable to this name)

Address: \_\_\_\_\_  
(Refund check will be mailed to this address)

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

I, the undersigned, understand that I am responsible for all items as listed on this form and I have initialed each place indicated. Rental fees and deposits must be submitted with all paperwork to rent the facility on a first come, first served basis. Reservations are confirmed with payment of a deposit.

I also understand that if anything is broken or missing, the cost of the extraordinary clean-up, repair or replacement of item(s) will be deducted from my deposit. I also understand that if my event goes over the scheduled time, the additional hourly fee of \$50 per hour for residents and \$100 per hour for non-residents will be deducted from my deposit. If clean-up, repairs, or replacement is more than my deposit, the cost will be assessed, and I will be billed. For events ending after business hours (anytime on the weekend, after 5 p.m. during the week, or on a major holiday), any items left in the building after the event ends and the building locks will require an hourly fee to open the door to retrieve. Those who wish to wait until normal business hours to retrieve their item will not be charged the hourly fee as stated above.

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

Coordinator's Contact # \_\_\_\_\_

(After completion, a copy is given to the Renter)  
The Park at Lakeline Oaks Building (MUD Office)

# Checklist Form

Name: \_\_\_\_\_ Date of Function: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Type of Function \_\_\_\_\_ Alcohol? \_\_\_\_\_

## **RENTAL CHECKLIST FOR FACILITY (To be initialed by Renter)**

\_\_\_\_\_ I agree to follow ALL clean up procedures as listed or risk forfeiting my deposit.

\_\_\_\_\_ I agree to arrange the chairs back into their original configuration.

\_\_\_\_\_ I agree to clean and store ALL extra tables and chairs and return them to the proper storage area.

\_\_\_\_\_ I agree to NO SMOKING in the facility and will enforce this policy with my guests.

\_\_\_\_\_ I will have a MUD appointed constable during my event when serving alcohol and during the entire time alcohol is present in the building.

\_\_\_\_\_ I agree to pay the constable \$45 per hour at time of service.

\_\_\_\_\_ I agree to put decorations ONLY on glass windows and to NOT place tape or staples on walls.

\_\_\_\_\_ I agree to sweep up all debris and to wipe up all spills, including bathroom and kitchen areas.

\_\_\_\_\_ I understand that all Park and Playground areas close at 10pm even though the building may be open until midnight for my reservation.

\_\_\_\_\_ I understand NO GLASS containers are allowed outside of the building. No glass is allowed on the pavilion.

## **CLEAN –UP CHECKLIST**

\_\_\_\_\_ Bag and tie trash, place in large trash cans in Pavilion.

\_\_\_\_\_ Clean up appliances and countertops that were used in the kitchen.

\_\_\_\_\_ Remove any decorations that were put up.

\_\_\_\_\_ Sweep up all debris and mop up spills, including bathroom and kitchen areas.

\_\_\_\_\_ Clean mops and brooms and put in storage.

\_\_\_\_\_ Restack and return any tables and/or chairs which were stacked prior to the event to their prior location.

\_\_\_\_\_ Remove all personal items, food, kitchenware, flatware and other products brought in upon completion of the event.

\_\_\_\_\_ Agreed Exit time

\_\_\_\_\_ Actual Exit Time

\_\_\_\_\_ Signature of Renter

## **RULES AND REGULATIONS GOVERNING USE OF DISTRICT COMMUNITY CENTER**

1. Reservation Policy. Residents and organizations may generally reserve the meeting facility no more than six months in advance for one-time functions. Reservations will be on a first come, first served basis within the guidelines of the District's priority scheme for the use of District Facilities. A reservation form must be completed and applicable fees paid for the reservation to be effective. Reservations can be completed through the online reservation system or documents may be faxed to Inframark's office, but reservations will not be confirmed until all deposits and fees are collected.

Recurring reservations by a Sanctioned Group (non-commercial organizations preapproved by the Board) are permitted; however, no more than twelve recurring reservations may be scheduled or reserved on the books by any organization at any time. Sanctioned Groups which have been granted a fee waiver (includes rental fee and deposit) by the Board may reserve up to twelve recurring dates. These groups must clean the building prior to exiting.

2. Standing reservations by the District. The main meeting area of the Community Center will be reserved the third Monday of each month beginning at 6:30 p.m. for Subcommittee meetings. The same area is reserved the third Wednesday of each month beginning at 6:00 p.m. for MUD Board meetings. Board meetings may be scheduled at other times by the District as needed. Board members are welcome to reserve and use the facilities at other times at no cost, provided that use of the facilities is for District purposes. All other use of the facilities by Board members must follow the existing reservation policy applicable to all residents.
3. District HOAs (Texas Non-Profit Corporations operating as a homeowners or property owners associations or neighborhood associations with mandatory or optional membership) may reserve the Community Center (availability through Inframark) for HOA meetings. One access card will be distributed to each HOA President. Any parties, including HOA parties, must follow the rules and guidelines.

### **RULES AND PROCEDURES**

1. All enclosed areas of the Community Center are NO SMOKING areas.
2. Users are responsible for proper clean-up of the facilities and for the cost of repair of any damages caused by their guests. Users will be charged the costs of any or all repairs. Deposits paid with check or money order are processed at the end of each month and returned after the Board of Directors meeting is held and signatures are obtained on the checks. Deposits made with debit or credit card via the online reservation system, will be refunded upon acceptable inspection the week following the event. The premises are to be cleaned as required by the checklist provided to the User. If the results of the inspections are not satisfactory, the deposit will be forfeited.
3. If alcoholic beverages are to be served, an additional charge of \$100 is required along with the presence of a MUD appointed constable at a rate of \$45 per hour. The hosts of any event are responsible for the welfare of all persons attending their event and must ensure that all guests leaving can drive safely or have made other arrangements to safely travel from the event. Any user who does not pay the required cost but allows alcoholic beverages to be consumed at their event will FORFEIT their deposit. In addition, the User will be held responsible for all clean-up costs and any damages. Payment to constables must be made at time of service.
4. If any use of the building extends beyond the specified end time, additional amounts will be charged to the User at the following rates: residents \$50 per hour, non-residents \$100 per hour. For events ending after business hours (anytime on the weekend, after 5 p.m. during the week, or on a major holiday), the building will automatically lock at the end of the scheduled event. An hourly fee will be charged to unlock the door to retrieve any items left in the building after business hours. Those who wish to wait until normal business hours to retrieve their item will not be charged the hourly fee as stated above.
5. There must be one adult supervisor twenty-one (21) years or older for every six (6) children under the age of fifteen (15).
6. Music and other noise within or on the grounds of the Community Center must be controlled so as not to disturb the residents of the area. Residents are advised to contact law enforcement with any noise complaints.