



DAYTON TEXAS

Dayton Community Center

- General Information
- Frequently Asked Questions
- Guidelines
- Pricing Chart
- Rules



Mission Statement:

To foster inclusive community participation by providing an environmentally sound facility for arts, education, recreation, celebration, and locally-based services to increase the opportunity for personal and collective growth in our community while improving the quality of life for our citizens.

Vision Statement:

The City of Dayton provides our residents with the highest quality of life possible. We are committed to making Dayton a wholesome, business-friendly, and dynamic community.

Information:

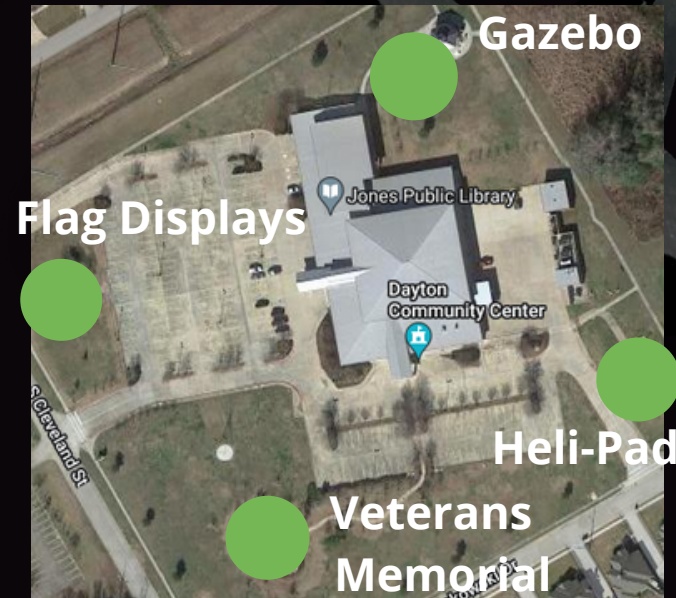
The Dayton Community Center is home to the Jones Public Library, Dayton Senior Center, and the Dayton Chamber of Commerce.

**801 S. Cleveland St, Dayton, TX
77535**

(936) 258-6630

COMMUNITYCENTER@DAYTONTX.ORG

- WEDDINGS
- BIRTHDAYS
- BABY SHOWERS
- REUNIONS
- BANQUETS
- CONFERENCES
- RETIREMENTS
- MEETINGS

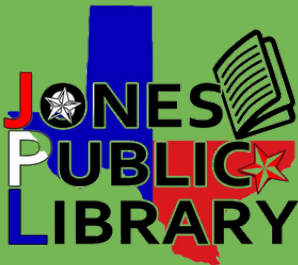


All information contained in this brochure was accurate at the time it was produced. Any changes to pricing, layouts, available options, or other offers may not be available as printed. This is for reference only and to be used as a guide when contacting City of Dayton staff about the facilities and your needs.



DAYTON TEXAS

D DAYTON COMMUNITY
DEVELOPMENT CORPORATION



**Call to make an
APPOINTMENT
936-258-6630**

Facility Rental Rates

Individual Non-Profit Business

Full Ball Room - (All Day Rental)

Resident:	\$1,200	\$800	\$1,850
Non-Resident:	\$1,600	\$800	\$2,050

1/2 Ballroom - (All Day Rental)

Resident:	\$825	\$400	\$1,000
Non-Resident:	\$975	\$400	\$1,000

1/4 Ballroom - (8 Hour Rental)

Resident:	\$300	\$200	\$400
Non-Resident:	\$400	\$200	\$475

Room 500 - (8 Hour Rental)

Resident:	\$90	\$90	\$100
Non-Resident:	\$105	\$90	\$125

Senior Center - (8 Hour Rental)

Resident:	\$125	\$125	\$150
Non-Resident:	\$150	\$125	\$190

Conference Room 201 - (2 Hour Rental)

Resident:	\$90	\$90	\$100
Non-Resident:	\$105	\$90	\$125

Gazebo / Pavilion - (2 Hour Rental)

Rental Fee: \$50

The Crossroads Plaza - (4 Hour Rental)

Rental Fee: \$100

An Additional Refundable Deposit FEE will be charged

FACILITY FEATURES / CAPACITY

Due at time of booking

Capacity **Net Square Feet** **Refundable Deposit**

Full Ball Room

Room: 300

Assembly:	1,472	10,300 sq/ft	\$900
Seated:	700		

1/2 Ball Room

Room: 300

Assembly:	736	5,100 sq/ft	\$500
Seated:	350		

1/4 Ball Room

Room: 300

Assembly:	268	2,500 sq/ft	\$325
Seated:	150		

Conference Room

Room: 201

Assembly:	16	477 sq/ft	\$125
Seated:	N/A		

Conference Room

Room: 500

Assembly:	20	951 sq/ft	\$150
Seated:	N/A		

Senior Center

Assembly:	60	1,500 sq/ft	\$150
Seated:	N/A		

Gazebo/Pavilion

Assembly:	N/A	865 sq/ft	\$100
-----------	-----	-----------	-------



DAYTON TEXAS

Additional Fee:

Podium \$50, Wireless Mic \$35 each (limited to one handheld + one lapel mic), Dance Floor \$100 (up to 30X30) \$225 (up to 33X66), Stage \$75 (one 8FX6F) \$50 for each additional section, White Chairs \$2 each, extra tables \$8 each, ADDITIONAL ITEMS WILL VARY IN COST

**Call to make an
APPOINTMENT**

936-258-6630

Rules and Regulations

This agreement was made and entered into by and between the City of Dayton, a municipal corporation of the State of Texas, acting by and through its employees, hereinafter called "City," an authorized agent, hereinafter called "Lessor," is made and entered into for the following express covenants and conditions, all and every one of which the Lessee hereby covenants and agrees to and with the City to keep and perform. Enforcement of this agreement will be by Community Center, City of Dayton, and/or Dayton Police Department personnel. Failure to follow all guidelines for the use of the Community Center will result in the closing of the event, vacating of the premises, and forfeiture of deposit and lease fee.

Animals

No animals or pets are permitted in the building except Service Animals, animals as part of an event, and other legitimate assistance animals. Animals that will be part of an event must be contained in cages in the leased area at all times. Provisions must be provided for their safety and to prevent damage to the facility. Cleanliness is expected, and catch pans must be used under all cages. Grooming may not take place inside the building. Additional insurance and/or deposits may be required.

Building Access

Contract hours are from 8:00 AM until 11:00 PM, Monday through Thursday and 9:00 AM until Midnight, Friday & Saturday unless otherwise specified on the client rental contract.

Children

Children must be supervised during all events; at all times. They must be restricted to the leased areas only. Because more than one function can occur simultaneously in the facility, children cannot have open access to other areas.

Business Lobby

The Business Lobby is open from Monday - Friday, 8 am to 5 pm, and Saturday from 9 am to 2 pm.

Jones Public Library Hours

Monday 9am - 5pm / Tuesdays 9 am - 7 pm
Wednesday - Friday 9 am - 5 pm
Saturday 10 am - 2 pm

Cleanup / Checkout

Monday -Thursday, the Dayton Community Center closes at 11:00 p.m., and on Friday and Saturday, it closes at Midnight. All renters will be held to the agreed-upon time period spelled out in the contract; this is due to the set-up requirements of other functions taking place after your event.

Failure to checkout with the Community Center office staff will result in a forfeiture of the entire deposit and any additional damage or cleaning fees. Any change to room set-up made on the day of the event may not be possible or result in a minimum additional labor charge. Should you need a vacuum, broom, or other cleaning supplies, or should a major spill occur, please contact a Community Center Employee on duty immediately so that it can be addressed before it permanently damages the facility. All renter's personal property, decorations, and rental equipment must be removed upon completion of your event.

Calendar of Event

We have a First Come First Serve policy. An appointment must be made to tour or book the facility. To book a rental room or hold a date ; the appropriate paperwork and deposit is needed.

Call to make an APPOINTMENT 936-258-6630

Rules and Regulation

The throwing of confetti, birdseed, and flower petals, must remain outside the Community Center building and be cleaned up by Lessee prior to check out. NO rice is to be thrown and other materials not listed will require approval prior to the event.

Failure to comply could result in forfeiture of deposit and additional cleanup fees being assessed.

Concourse Area (Use of)

The concourse area may be used for exhibit space in conjunction with rental of the entire building when the "show and event guidelines" are followed.

Firearms

Firearms, including long guns and handguns carried by license holders, are allowed on Community Center property.

However, in accordance with section 46.03 (a) (2) of the Texas Penal Code, firearms are not allowed on the premises when it is being used as a polling place or both early voting and on election days.

Custodial

No City personnel is allowed to move, load, unload, or set up equipment that is not the property of the City of Dayton.

Building maintenance personnel are not authorized to make changes in the setup unless instructed to do so by a Community Center Director.

Trash liners are provided in each trash receptacle. The Lessee is responsible for emptying trash receptacles during their event.

No full/used trash bags are to be placed on the ballroom carpet or hallway floors. Lessee is to take all trash to the dumpsters located directly behind the facility.

Damages

The Lessee is responsible for all damages to the facility during the event.

The Lessee is responsible for returning the facility to the same condition for which it was received.

The Lessee is responsible for all materials, trash, residue, etc., left by exhibitors and/or outside contractors (i.e., decorators and caterers). Additional fees may be charged for cleanup and disposal of the remaining items.

The Dayton Community Center will provide trash receptacles and liners.



DAYTON TEXAS

Call to make an
APPOINTMENT
936-258-6630

Fire Regulations

The City of Dayton staff and/or representatives will not accept any delivery and/or shipment of freight.

The City is not liable for any loss, theft or damage to materials received and/or stored at the facility. Materials remaining in the facility after the last contracted day/time are considered abandoned property and may be disposed of accordingly.

Fire Regulations

Open flames are prohibited. Barbeque grills, propane/butane burners, and open fires are prohibited. All taper candles, candelabras and sparklers are prohibited. All candles must be the votive type or contained in hurricane glass with secure bases.

All event promoters, exhibitors, and service contractors must comply with all federal, state and local fire codes that apply to public assembly places.

The fire code prohibits overages of capacity of any room, and blockage of exit doors, extinguisher cabinets or service hallways. Lessee shall not permit more persons into the facility or premises who can safely and freely move about or be safely evacuated in the event of an emergency, as determined by the Fire Marshal of the City of Dayton. The capacity will be reflected as the number of "guests in attendance" in the rental contract. In the event the Fire

Marshal alters or changes the foregoing maximum capacities, and Lessee shall abide thereby and comply therewith.

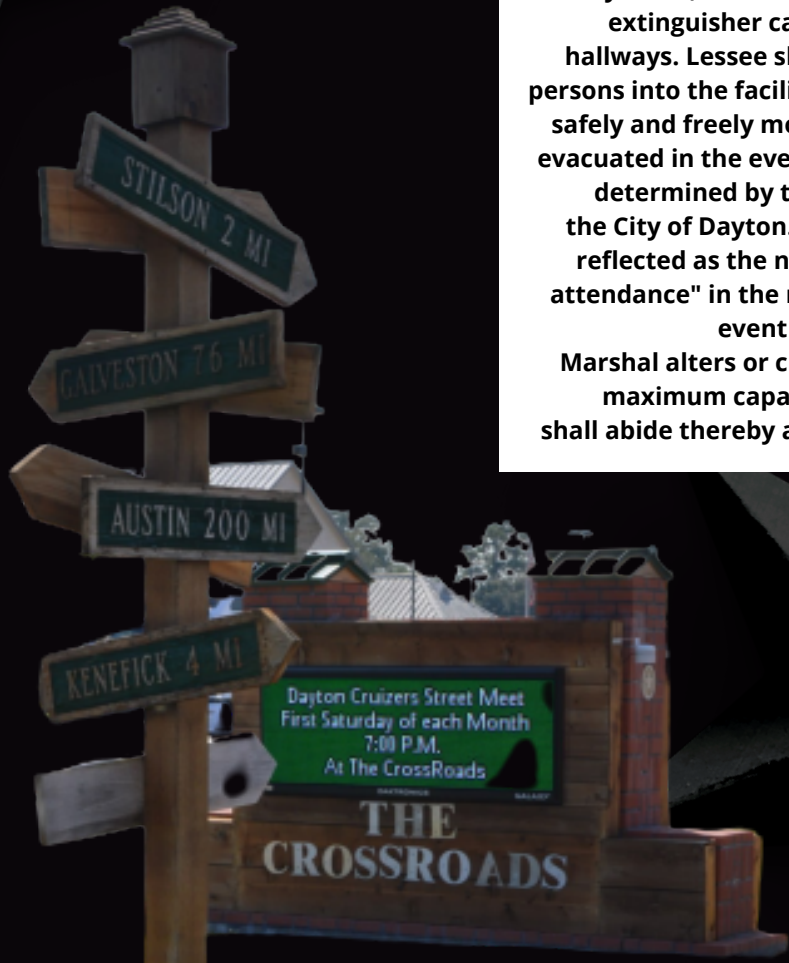


Food & Beverage

The Lessee and/or the caterer of the Lessee's choice will follow the alcohol and/or catering policies; and may provide food and beverage. The Lessee is entirely responsible for its food and beverage service and shall hold Lessor harmless for all liability, illness, or any damages arising from Lessee bringing such items into the center itself or through its caterer. Moreover, Lessee shall be responsible for cleanup. The caterer or Lessee must set up and break down within the rental period outlined on the rental contract. Lessees are notified that the kitchen facilities are only designed as a catering kitchen.

Special arrangements should be made with Center employees for the use of the kitchen as the primary food preparatory facility.

Food and beverages are not allowed in common hallways and/or the lobby area. Selling food on the property or any type of concession is not allowed without prior approval.



Call to make an APPOINTMENT 936-258-6630

Gratuities

City of Dayton policy prohibits any City employee from accepting loans, advances, gifts, gratuities, or any other favors from parties doing business with the Community Center.

Holidays

The Dayton Community Center follows the holiday schedule listed on the City of Dayton website (dayton.tx.org) and will be closed those days.

Insurance

In conjunction with a major commercial/event such as a boat or gun show, the Lessee must furnish The City of Dayton, at least thirty (30) days before the event, a Certification of Insurance proving that public liability insurance is in effect in which the Lessee is named as insured. The City of Dayton must also be named as an additional or co-Insured party. The amounts and type of insurance require a minimum of \$1,000,000/\$2,000,000 bodily injury and \$100,000 property damage.

Miscellaneous

Live music is not allowed in any room or area other than the Banquet Halls and Senior Citizen Center. Artist must set up and break down within the rental period outlined on the client contract. The Community Center is not responsible for lost items. The Center will hold any items found for a period of 24 hours. After that period, the articles will be considered abandoned property and may be disposed of accordingly. The Community Center does not provide items such as extension cords, dishware, serving utensils, tape, ladders, tablecloths, table skirting, napkins, etc. There is no loading and unloading of equipment, resulting in lane blockage at any building entrance. Violators are subject to towing at the owner's expense. At no time may the drive-thru areas of the building be blocked by any vehicle. Violators are subject to towing at the owner's expense. No equipment or displays can be within thirty (30) feet of the Center's main entrances. Throwing of confetti, birdseed, flower petals, or other materials must remain outside the Community Center building and be cleaned up by Lessee before check out. Failure to comply could result in forfeiture of deposit and additional cleanup fees being assessed. Electrical service for bands and DJs is limited to those power receptacles that are in place. Power cords may not be run from the building's electrical room to secure a heavier electric circuit. Persons desiring to do so may have a 30-amp or 50-amp circuit run from the electrical room to a point along the wall in the rear hallway of the building.

CONTINUE

This installation must be pre-approved by the Facility Director, must be installed by a licensed electrician, is the financial responsibility of the renter, and will remain in place and become the property of the City when the renter's event is over. Events must be contained within the specific room that has been rented. The gathering of guests/participants in the concourse area for a period other than a short break is prohibited. This area is not available for meetings and is not a place for children to play. Lessor will ensure Lessee that its guests, participants, licensees, and Invitees will conduct themselves in a civil, proper, and well-mannered fashion. Improper dress, loud noise, disruptive conduct, and unruly, abusive, or disorderly behavior are prohibited.

Enforcement of these Rules and Regulations will be by the City of Dayton and/or Dayton Police Department and/or officers approved by the Dayton Police Chief. Failure to follow all guidelines for the use of the Community Center will result in the closing of the event, vacating of the premises, and forfeiture of fees.



Call to make an
APPOINTMENT
936-258-6630

It's a great day to be in Dayton, Texas!

Parking

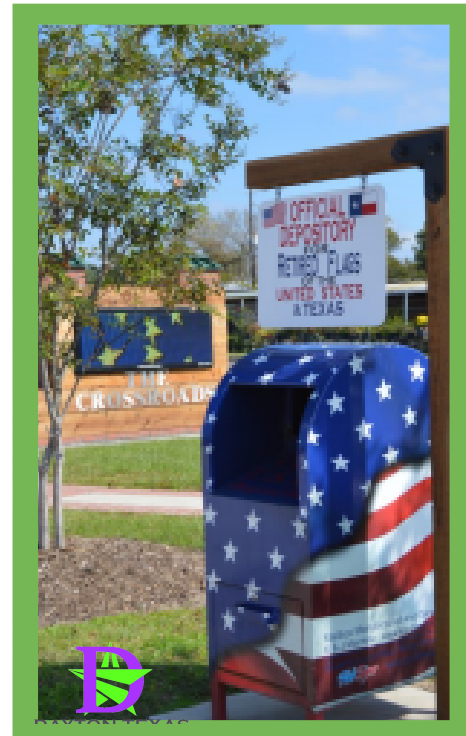
The Dayton Community Center offers parking spaces free of charge. Parking is not permitted in fire lanes, loading docks, or grassy areas. Overnight parking of motor homes, travel trailers, or campers on city property is prohibited unless it pertains to the scheduled event and prior approval has been obtained from the City. Violators are subject to towing at the owner's expense.

Payments of Fees

Lessor, "The City of Dayton," establishes the introductory rental rate and charges for other services;
All fees paid shall be in a form acceptable to Lessor. Visa, MasterCard, Discover, or Check are required
forty-five (45) days before the event.
The Lessee is responsible for furnishing the City of Dayton with all payments, or the event is subject to cancellation.
No invoices will be sent.

Damage Deposit Fees

The Damage Deposit fee is necessary for all events. The payment is due at the time the lease contract is signed. The deposit is a separate fee to ensure the room remains in good condition and the contract terms are met; it is not a payment towards the lease fee. Deposits are refundable after the event if no damage has occurred to the property or equipment, the Lessee and guest have left the premises by the contracted time, and all contract conditions have been honored. Failure to be checked out by the Community Center staff will result in a forfeiture of the entire deposit and any additional damage or cleaning fees. Deposits are refundable within thirty (30) days following the event. The refund check will be mailed to the Lessee's name and the address indicated on the lease by the City of Dayton. Persons desiring information on the status of the deposit refund may contact the Dayton Community Center at 936-258-6630.



Call to make an APPOINTMENT 936-258-6630

Cancellation

Cancellations and/or other changes made to the contract must be submitted in writing to the Dayton Community Center office forty-five (45) days before the event.

Email to communitycenter@daytontx.org
Verbal cancellations or modifications will not be eligible for refunds if due.

Standard Contracts

The deposit is due at the time the contract is signed. The remaining payment of the Lease fee is due at least forty-five (45) days in advance of the scheduled event.

If an event is scheduled within forty-five (45) days of occurrence, full payment is due upon signature of the contract.

The total amount of the lease fee will be refunded for any written cancellation made within forty-five (45) days prior to a scheduled event.

The event is subject to cancellation should the full payment not be made in forty-five (45) days.

**Call to make an
APPOINTMENT
936-258-6630**

DAYTON
COMMUNITY
CENTER

Security Fees

Full payment for security is payable in cash, money order, or a cashier's check to the officer at the conclusion of the event at a rate of \$40.00 per hour per officer.

Scheduled event date changes, requested in writing and subject to availability can be made with the approval of the Community Center Director.

The use of Alcoholic beverages in the Dayton Community Center must be in strict conformance with the Texas Alcoholic Beverage Code.

All events will use City of Dayton Police Department officers for security at the Community Center, if no Dayton Police Department officers are available THE CHIEF OF POLICE or his DESIGNEE may authorize fully credentialed, commissioned peace officers to work the event in the absence of Dayton Officers.

The Chief of Police or his designee will have the final say in the number of officers needed at the event.

Room Occupancy Limits

Lessee shall not permit more persons into the facility than can safely and freely move about, as determined by the Fire Marshal of the City of Dayton. Room occupancy is posted outside each room.

Reservations

The Dayton Community Center will schedule events on a first-come-first-served basis; reservations for a date exceeding 12 months in the future are not allowed.

A client rental contract outlining fees and other pertinent requirements will be issued when the reservation is confirmed.

A signed contract and full deposit are due before a reservation is scheduled. The Community Center is not responsible for omissions and/or cancellations of any reservations not accompanied by an executed contract.

Cancellations and/or changes made to the contract must be submitted in writing to the Community Center Director. Verbal cancellations or modifications will not be eligible for refunds if due. Lessor retains the exclusive right to disapprove any event, performance, exhibition, or entertainment which, in the sole discretion of Lessor, may be offensive, inappropriate, unsafe, unsuitable, or indecorous, and Lessor retains the right to cancel a lease without

CONTINUE



Reservations

advance notice if Lessee's conduct or use of the premises is regarded in Lessor's sole discretion as offensive, inappropriate, unsafe, unsuitable, or indecorous. Lessor further retains the exclusive right to cancel a lease at any time without advance notice if Lessee's event, performance, exhibition, or entertainment falls to meet its advertising claims substantially or violates event content or event restrictions initially agreed upon by the parties. Notwithstanding any term or condition herein contained, Lessor retains the absolute and unconditional right and authority to cancel any or all leases, at Lessor's option, for any or no reason and shall provide Lessee with advance notice thereof not less than twenty (20) days before the commencement of Lessee's event or intended use of the facilities. In the event that Lessor exercises this right, Lessee shall be entitled to a refund of any and all advance fees made prior to the cancellation of the lease. The return of sums previously paid shall be Lessee's sole and exclusive remedy for any cancellation. Lessee shall not assign a contract or any part hereof nor sublet the premises to any person without special permission by the Dayton Community Center Director.

Room Set-up

All room diagrams/layouts must be finalized and approved by the City no later than ten (10) calendar days before the event. Late room diagrams or last-minute changes may be subject to additional charges.

For safety reasons, Lessee is not permitted to move Community Center equipment, and the room furnishings and all Community Center-owned equipment should not be altered in any way. Lessee is not allowed to stand on tables, chairs, etc., and all exits must remain unblocked. The Community Center does not provide ladders, extension cords, tape, pins, etc.



Security and Alcohol Policy

The use of alcoholic beverages in the Dayton Community Center must be in strict conformance with the Alcoholic Beverage Code of the State of Texas. No money or tickets may be exchanged for alcohol. A cash bar is not allowed. Exception for 501(c) and other Nonprofit or Benevolent Organizations Non-profit 501(c) corporations or other nonprofit or benevolent organizations may seek City Council approval to use a licensed alcohol vendor, licensed under the Texas Alcoholic Beverage Commission, to serve alcohol at functions hosted by such organizations at the Community Center. Each request of this type shall be submitted in writing to the Dayton City Council for review and action at least forty-five (45) days prior to the event. Requests will be evaluated on a case-by-case basis by the City of Dayton City Council. The City Council of the City of Dayton may consider (1) contribution to the community of the activities of the organization; (2) the stated use of the proceeds of the requested sale; (3) any history of the events of the group in City of Dayton facilities or other facilities to the extent such history assists the Council in evaluating any liability risk to the Community

Center or
CONTINUE

Call to make an
APPOINTMENT
936-258-6630

It's a great day to be in  Dayton, Texas!

Security and Alcohol Policy

The City of Dayton; (4) local community impact of the organization's activities; and (5) other criteria as determined by the City Council of the City of Dayton.

The serving of alcohol to anyone under the age of 21 at any party or event is strictly prohibited. Suppose there is any misrepresentation of the nature of sponsorship of the event or the use of the proceeds of the sale of alcoholic beverages at the event. In that case, Lessor will immediately remove Lessee and guests from the premises, and Lessee shall forfeit all fees as a result of violation of this policy.

The withholding of fees under such referenced circumstances shall not be and is not intended as a penalty but is, instead, a reasonable forecast of probable damages resulting from Lessor's deprivation of such fees from an alternate lessee. The Police Chief of the City of Dayton's Police Department or his designee shall determine if an event requires security. If security is required, the Chief shall determine the number of security officers the Lessee must secure to book the event. All events with 50 or more attendees are subject to additional review. All reviews will be handled on a case-by-case basis and shall be at the sole discretion of the Chief of Police. All event-related security officers shall be off-duty Dayton Police Officer(s); if available, or in the event none are available, the Police Chief of the Dayton Police Department may authorize fully credentialed, commissioned police officers from other departments.

CONTINUE



Security and Alcohol Policy

Any event with 50 or more participants or guests may require police security whether or not alcohol is served. All Lessees must consult the Dayton Police Chief or his designee on security arrangements when the anticipated guest number 50 or more OR if alcohol will be served or consumed. All events where alcoholic beverages are served or consumed shall require security officers during the entire event. The Dayton Police Department will determine the exact number of necessary officers and the hours and duties of the officers. The Lessee is responsible for this security expense and shall compensate EACH officer directly at \$40.00 per hour per officer. Security personnel under this policy shall work a four (4) hour minimum without regard to the actual hours of the event.

Sign (Exterior) Policy

Only events taking place in the Dayton Community Center which have Tradeshow status and/or are open to the public may display signs in the designated exterior locations. Signs must be placed a minimum of five (5) feet back from the curb and are to meet the following requirements:

Signs may be erected only during contracted periods and are to be removed immediately upon the event's conclusion. Signs may go up at 6:00 p.m. the day before the first contracted date as long as no other event has signage present.

Sound / Video Equipment

Access to the Community Center's audio/visual room is restricted to those individuals who have been trained and pre-approved to use the equipment. The City of Dayton maintains a list of pre-approved AN technicians and will be provided upon request. Persons desiring to use the facility's video monitor system must utilize the service of one of these pre-approved persons. The lessee is responsible for this expense and will pay the technician directly, at the event, at a rate of \$35.00 per hour; said payment to be in the form of cash or cashier's check. There is a four (4) hour minimum. PowerPoint and other similar formats that will be run from a personal laptop computer should be submitted to the Community Center Director 72 hours prior to the event.

Smoking / Tobacco

The Dayton Community Center is a smoke/tobacco free facility. Smoking/tobacco is prohibited in all areas inside the building, and smoking is prohibited within 25 feet of the facility doors and only in designated areas.

**Call to make an
APPOINTMENT
936-258-6630**

Vehicles

Vehicles will not be permitted inside the building unless written authorization has been given. In the event an automobile is for display, all fire regulations pertaining to exhibits must be strictly adhered to and followed. Protective material must be used to cover carpeted areas from the building entry point to the display point.

Undercarriage protection for old and late model automobiles must always be used. Each automobile must have less than one (1) gallon of gasoline. Every battery must be disconnected once inside the building.



DAYTON TEXAS

Mission Statement:

To foster inclusive community participation by providing an environmentally sound facility for arts, education, recreation, celebration, and locally-based services to increase the opportunity for personal and collective growth in our community while improving the quality of life for our citizens.



It's a great day to be in  Dayton, Texas!