



**CITY OF PFLUGERVILLE RECREATION CENTER
MEETING ROOM POLICY**

REQUESTS FOR THE MEETING ROOM AT THE RECREATION CENTER WILL BE TAKEN ON A FIRST-COME / FIRST-SERVE BASIS, BASED ON THE FOLLOWING CRITERIA:

1. Organizations must be of governmental or civic entities, or be non-profit with proof there of in the form of a 501c3 letter from the IRS. The meeting room will not be used for commercial purposes, nor will it be used for purely social use such as birthday parties, showers, craft parties, dances, or religious services.
2. No organization shall have more usage than one time per month for a maximum time limit of three (3) hours. Reservations are required and may be made up to three (3) months in advance.
3. Solicitation, political endorsements, campaigning, admissions, money raising or sales by outside groups are not allowed.
4. The City of Pflugerville/Recreation Center reserve the right to preempt groups that have reserved the Meeting Room.
5. The maximum seating capacity of the PRC Meeting Room is 40. There are tables and chairs in this room to accommodate 40 persons. No meeting shall exceed 40 persons in the space allowed.
6. This facility is a public building, and as such is a drug-free work zone. Smoking, alcoholic beverages and recreational drugs are prohibited.
7. Use of the facility shall not be denied based on race, religion, sex or national origin.
8. The ending time of any meeting will be 15 minutes prior to the facility closing time.
9. Participants of your meeting may only have use of the Meeting Room. All other usage of the facility will require proper membership purchase.
10. The Nursery is available to meeting room participants who have a current facility membership. Please see the specified times for child care as they relate to your meeting time.
11. Groups are NOT allowed to disrupt the activities of our members in the facility. Users are to monitor noise levels including laughing, videos, music, children, etc... Users are responsible for the conduct of their group, and accompanying children, while using City facilities.
12. Groups must bring everything needed to conduct their meeting. Facility staff is NOT available to help set up the meeting room or furnish supplies (i.e. pens/pencils, paper, tape, staplers, etc.). The kitchen facilities (stove, oven, microwave, coffee pots, and refrigerator) are **not** available for use; any room clean-up is the group's responsibility.
13. The meeting room must be returned to its original condition. No decorations may be adhered to the walls or ceiling. Please consider set-up and takedown time in your reserved time frame due to the possibility of back to back reservations. Any damages or clean-up costs incurred by city staff are the responsibility of the organizations.
14. Advertising or any printed material posted for a meeting conducted at the Pflugerville Recreation Center must include the following statement:
This event is not in any way affiliated with or sponsored by the City of Pflugerville
There must be a return address other than that of this facility for all mail-outs relating to your meeting.
15. The Director of Parks and Recreation or their designee must approve any variation to this policy.

Users shall indemnify and hold harmless the City of Pflugerville, its elected officials, directors, agents, and employees from all claims, demands, or expenses including, but not limited to, those from death, or personal or bodily injuries, or for property damages arising out of or in connection with the use of the premises of the meeting room, by users or arising out of acts of omission of users, their employees, agents, representatives, customers, guests or invitees. Upon request, users may be required to give proof of liability insurance in amounts and with companies acceptable to the City of Pflugerville.

**FAILURE TO COMPLY WITH THE ABOVE RULES WILL RESULT IN FORFEITING THE
RIGHT TO USE THE MEETING ROOM AT THE PFLUGERVILLE RECREATION CENTER**