

# Longview Community Center Rental Rates and Building Use Policies

The rental rates for the various spaces at the Longview Community Center (Longview CC) are listed below. Events that require admission or entry fees are classified as “ticketed events” and are priced as such. Each rental space is rented in 6-hour increments with no prorated or partial increments. The equipment (tables, chairs, etc.) fees are itemized and are not included in the facility rental rates. These additional fee totals are based on the unique needs of each individual event.

## **Rental Rates**

Rental rates are for 6-hour rentals; additional hours may be booked in 6-hour increments – no prorated or partial increments will be considered. Rental periods include time for setup, event, and tear down/clean up.

**Damage Deposit (refundable):** \$200.00 for all rentals

**Additional Deposit (non-refundable):** \$200 for events including alcohol

### **Weekday/Business Hours (8:00 am-5:00 pm)**

Auditorium – no audience/rehearsals – 259-person capacity	\$200.00
Auditorium – ticketed event	\$400.00
Large Dining Room – 95-person capacity	\$250.00
Small Dining Room – 39-person capacity	\$100.00
Drawing/Parlor Room – 55-person capacity	\$130.00
Kitchen	\$150.00
Tables and chairs	\$50.00

### **Week Nights after 5:00 pm and Weekends**

Auditorium – no audience/rehearsals – 259-person capacity	\$230.00
Auditorium – ticketed event	\$450.00
Large Dining Room – 95-person capacity	\$330.00
Small Dining Room – 39-person capacity	\$180.00
Drawing/Parlor Room – 55-person capacity	\$200.00
Kitchen	\$150.00
Tables and chairs	\$50.00

- ❖ Auditorium rental includes use of foyer, baby grand piano, 3 dressing rooms, professional sound, and lighting systems with no tech support
- ❖ Small Dining Room includes running water, ice machine, and microwave
- ❖ Private entrances to each room or rooms connect to each other to accommodate larger groups
- ❖ Full Kitchen available to serve or cook for up to 189 people
- ❖ Most rooms include piano, sound system, podium, mics, and screens for projection
- ❖ Use of the ice machine and microwave in the pantry is available at no charge. Microwave must be left clean.
- ❖ Table/Chair set up and take down included in rental rate for events that take place during regular business hours. Trash bag provided for your decoration and trash removal.

\_\_\_\_\_ Initial and Date

### **Additional Fees:**

**Security:** Arts!Longview reserves the right to determine if security is required during a scheduled activity. Security is required for:

- Events in excess of 100 attendees
- Any and all events in which alcohol will be present
- Events that occur in the Longview Community Center Auditorium
- Any and all events that occur daily after 5:00 p.m.

All security used in the Longview Community Center will be acquired through the Gregg County Sheriff's Department coordinated by the Arts!Longview staff. One officer is required for every 100 attendees. Lessee is responsible for this expense at a rate of \$40 per hour per officer.

**House Manager:** \$30 per hour. This person is an employee of Arts!Longview who acts as the facility representative and will be required for most rental events as well as for some setup time if needed. The cost of the House Manager will be added to the Renter's final bill.

Absolutely no items will be stored for renters. Deposit refund will be made after rooms and equipment are inspected and found clean and damage-free. All kitchen cookware and utensils will be inspected as well. Deposit refunds are processed within 10 business days, so are not paid immediately.

### **Building Policies**

The following list represents a summary of Longview CC policies and requirements for events. We strongly advise the Renter to contact the Arts!Longview staff four weeks prior to the event to review the details of the plans for the event. The staff shall determine the needs of a particular event, including insurance, security, catering / concessionaire, etc.

**Advertisements** - Renter shall not circulate advertisements, tickets or any other written or printed material in or on the Longview CC property, including the parking area, without written permission from the Arts!Longview staff. No events at the Longview CC may be advertised or publicized in any format prior to receiving a fully executed contract and full payment for the venue rental. Arts!Longview will add the event to its website calendar, but will not be responsible for any promotion or publicity of rented events.

**ADA Event-specific Accommodations** – The Renter will be responsible for complying with any special accommodations required for their event, such as sign-language interpreters, providing special listening devices for the hearing impaired, etc. All such arrangements and related expenses will be the responsibility of the Renter.

\_\_\_\_\_ Initial and Date

**Alcohol Policy** - No alcohol may be served or consumed at Longview CC unless stipulated in the Renter's contract. Any caterer or bartender hired by a Renter must have a catering/liquor license from the Texas Alcoholic Beverage Commission in order to sell or serve alcoholic beverages on premises. The amount of alcohol consumed by any guest will be the responsibility of the Renter and not the responsibility of the Longview CC. BYOB events are not permitted. For all questions about TABC compliance, call 903-939-0481. The Renter will be responsible for any liability arising as a result of allowing alcohol consumption. (See Insurance Requirements and Security sections below.) An additional \$200 non-refundable deposit will be required for any events including alcohol.

**Animals** - No animals will be brought into the facility, other than as required by disabled people, etc. without written permission from the Arts!Longview staff.

**Arts!Longview Founding Organizations** – Consistent with Arts!Longview's mission of promoting the arts, history and culture of the Longview area, the following founding organizations will be given priority for booking dates on the Longview CC calendar and will receive a 50% discount on their rental fees:

- ArtsView Children's Theatre
- East Texas Symphonic Band
- Gregg County Historical Museum
- LeTourneau University Belcher Center
- Longview Ballet Theatre
- Longview Museum of Fine Art
- Longview Symphony Orchestra
- Longview World of Wonders (LongviewWOW)
- Theatre Longview

Arts!Longview reserves the right to alter this list.

**Banners, Posters, Signs** - These items are prohibited for distribution either inside or outside the facility. No signs, flyers or banners may be hung with adhesives or adhesive tape on inside or outside walls. Outdoor signs and banners must be authorized by Arts!Longview staff before installation.

**Building Disfiguration** - No holes may be drilled, cored or punched in the building. This includes the stage, the outside of the building and surrounding property. Painting is prohibited anywhere on premises without Arts!Longview staff permission. In an instance where there is risk of damage to carpeting, a protective coating, such as plastic, must be used. Renter is responsible for the repair or replacement of any damage or disfiguration to the facility.

\_\_\_\_\_ Initial and Date

**Catering/Food** – For public events, Renter shall advise the Arts!Longview staff of caterer/concessionaire and setup time needed. All food brought into the Longview CC for public events must first be approved by the Arts!Longview staff. If a caterer is used for a public event, the Renter and caterer will be required to enter into a catering agreement contract with the City of Longview, satisfying all Health Department provisions for permit, as well as liability insurance.

**Cleaning** - Renter shall leave the facility in the same clean condition in which it took possession. All trash shall be removed immediately to the outside dumpster after the event is over. The time it takes to clean the rented area is part of the event time and if more time is needed an additional fee will be charged.

**Concessions** – The Renter may sell concessions at their event. Unless the process for selling alcohol has been completed, the only drink that may be sold is bottled water, which may be taken into the auditorium. Only prepackaged (not homemade) snack or food items may be sold and must be consumed before entering the auditorium, as they will not be allowed in the auditorium.

**Confetti/Glitter Policy** - Throwing rice, confetti, birdseed or the like is prohibited anywhere inside the Longview CC premises, but birdseed, dried lavender, and rose petals are allowed outside. Glitter may not be used in the facility. In the event glitter clean-up is required, the deposit will be forfeited and an additional cleaning fee of \$100 will be charged.

**Connecting to Any System** - You must have written permission from the Arts!Longview staff to connect to any of the facility’s electrical, technical or communication systems. Renter will be responsible for having a licensed technician to make connection and disconnection. Accessibility to equipment rooms and utility boxes is prohibited without authorization from Arts!Longview staff. Use of splitters on plugs is prohibited. This will draw more power and may cause the breaker to trip.

**Contractor Requirements** - It shall be the responsibility of the Renter to submit to the Arts!Longview staff, in writing and no later than 30 days prior to the first move-in day, a list of the service contractors the Renter intends to use. All contractors must be properly licensed and permitted before they can enter the Longview CC facilities. A contractor’s certificate of liability insurance may be required to be on file in the Longview CC office.

**Corridors, Lobby and Hallways** – Only the rooms specified in the rental agreement are considered a rented area. Other spaces may be used only with written permission from the Arts!Longview staff. Furniture and furnishings are permanent fixtures. They may not be moved and may be leased for individual events only with permission from Arts!Longview

\_\_\_\_\_ Initial and Date

staff. It will be the responsibility of Arts!Longview staff to place the furniture, etc., in appropriate storage until after the event.

**Damage Deposit (Refundable)** – In order to hold the date on the Longview CC calendar, Renter must furnish Arts!Longview at least thirty (30) days prior to the event, a cashier's check, money order or bank draft for \$200, as specified in the contract as a damage deposit. This deposit will be refunded after the event should the facilities be returned in satisfactory condition, the event time did not run past the contracted time, and no additional charges accrue during the event.

**Decorating** - No decorations will be attached in or on the building or equipment without the approval of the Arts!Longview staff. Decorations or signs may not be attached by nails, tacks, staples, screws or pressure sensitive tape. All decorations must be of non-flammable materials. All of the Renter's equipment, decorations and personal items must be removed by the end of the contract period unless prior arrangements have been made with Arts!Longview staff

**Dumpster** - Extra pickup after event may require an additional fee.

**Electrical Equipment** - All electrical equipment must be U.L. approved. Accessibility to equipment rooms and utility boxes is prohibited without authorization from Arts!Longview staff.

**Equipment** - Renter must be prudent when stacking items or equipment on tables, stage or chairs. Renter must use good judgment in weight distribution. Tables, chairs, and stage are designed for a minimal amount of weight and items or equipment should be distributed evenly over them to prevent overloading.

**Exit Doors/Aisle Space** - A 10' clearance on both sides (egress and ingress) with no physical obstruction must be maintained at all times. All Exit doors must remain unlocked during all event hours. Aisle space must be kept clear.

**Event Accessibility** - The Arts!Longview staff must have complete access to all meeting areas, kitchen areas, corridors and hallways before, during and after all events. The Arts!Longview staff must authorize in writing any exclusivity to an area.

**Fees** - To hold the event date on the Longview Community Center calendar, no later than 30 days prior to the event date requested, Renter must provide a refundable Damage Deposit of \$200 and a non-refundable Alcohol Deposit of \$200 (if the event will include alcohol). The balance of all related fees for the rental event will be due at the time the contract is executed, at least 30 days prior to the event. Bank draft, money order or

\_\_\_\_\_ Initial and Date

cashier's check will be accepted for payment.

**Flammable Liquids** - Flammable liquids such as, but not limited to, gasoline, kerosene, bottled gas and oil are not permitted inside the facilities of the Longview CC.

**Flammable and Volatile Materials** - All such materials, including materials under high pressure, are prohibited unless approved in writing by the Longview Fire Department and the Arts!Longview staff.

**Floor Plans/Diagrams** - A diagram/floor plan must be submitted and approved, allowing adequate aisle space required by the Longview Fire Marshal (5' minimum), at least thirty (30) days prior to the first day of setup. Floor plans must be drawn as close to scale as possible with service contractor equipment, aisle widths, primary entrance, concession area(s), and meeting area(s) on activity rooms indicated.

Failure to have the setup diagram/floor plan available as required absolves the Arts!Longview staff of the responsibility to have adequate personnel scheduled for setup. Due to allocation of equipment and manpower, only minor changes can be made regarding the original diagram/floor plan once it is received by the Arts!Longview staff. Requests for major changes in the setup may be subject to additional fees as outlined in the rental contract. Diagrams/floor plans are subject to review and approval of the Fire Marshal.

**Freight** - All pre-event freight must be signed for by the Renter or their designated person. Renter or designated person is responsible for sending all post-event freight out of the Longview CC. Any freight left on premises after the specified rental time will be stored by the Arts!Longview staff and Renter may be charged a storage fee of \$100.00 per day. Arts!Longview will not be responsible or held liable for any pre- or post-event freight.

**Glass Containers** - No glass beer bottles will be allowed inside the Longview CC facilities.

**Hanging or Ceiling Rigging** - Nothing may be hung, attached to or suspended from any part of the facility without the express written consent of the Arts!Longview staff.

**House Manager** - The Arts!Longview staff reserves the right to determine if the House Manager's presence is required during an event. Renter should assume the House Manager will be required. The cost for the House Manager is \$30 per hour. This person is an employee of Arts!Longview who acts as the facility representative and will be required for most rental events as well as for some setup time if needed. The cost of the House Manager will be added to the Renter's bill.

\_\_\_\_\_ Initial and Date

**Insurance Requirements** - Renter must furnish the Arts!Longview staff, at least thirty (30) days prior to the event, a Certificate of Insurance proving that a public liability insurance policy is in effect in which the Renter is named as insured. Arts!Longview and Gregg County must also be named as additional or co-insured parties. Renter liquor or liquor liability coverage must be included in the policy coverage if alcoholic beverages are going to be present at the event. See Insurance section in Rental Contract for complete information.

**Lost/Damaged Articles** - All items that are left after an event will be kept in the Longview CC office area for a period of thirty (30) days. Arts!Longview will not be held responsible for these items in any way. Arts!Longview is not responsible for vehicle damage or theft.

**Music Franchise Fee** - Renter is responsible for paying any fees required for the event directly to ASCAP/BMI or other music licensing agency. Arts!Longview does not carry music licenses.

**Parking Spaces** - The Longview CC parking spaces may not be used for commercial exhibits, displays, promotions, etc. without the express written consent of the Arts!Longview staff. If permission is granted, the Renter must not drill, bore and/or punch any type of hole in the surface of the parking spaces. Renter will also leave the parking area clean and all trash removed. Any damage to the landscaping in and around the parking spaces will be replaced and charged to the Renter. Renter may not charge for parking for any event at the Longview CC, but may hire a valet service.

**Permits/Permission** - It is the ultimate responsibility of the Renter to obtain the necessary permits/permission for their event. This includes, but is not limited to, health permits, music licensing, etc.

**Room Setup Fee** – For events held during regular business hours, each room rental fee will include one room setup. If needed, evening and weekend events will be charged for the House Manager’s time required for any room setup in addition to the six-hour minimum. Minor adjustments to an existing setup will be judged on a case-by-case basis.

**Security** - The Arts!Longview staff reserves the right to determine if law-enforcement security is required during a scheduled activity. Security used in the Longview CC will be acquired through a first ask to the Gregg County Sheriff’s Department for off-duty officers. Arrangements for security will be made by Arts!Longview staff through the Gregg County Sheriff’s department. The cost of the security officer(s) will be added to the Renter’s final bill.

\_\_\_\_\_ Initial and Date

**Smoking** - The Longview CC is a smoke-free facility inside and out. Outside smoking is not permitted on Longview CC property.

**Storage** - Renter may not store equipment of any kind in the CC building or on the grounds without written permission from the Arts!Longview staff. (See Freight).

**Tickets** - Renter is responsible for furnishing all tickets and for advance and performance-date sale of tickets. Renter shall not, under any circumstances, print more tickets for any one performance than there are seats available. Tickets at the event may be sold from the ticket booth. Arts!Longview staff may require, for commercial events, tickets be numbered with beginning and ending numbers reported prior to commencement of sales. Ticket stubs will then be presented to the Arts!Longview staff prior to the release of the security (damage) deposit. All tickets may be subject to sales tax payment, which is the sole responsibility of the Renter. Questions may be directed to the Texas State Comptroller at 1-800-252-5555.

**Notes:**

**The Arts!Longview staff shall have final discretion over disputes regarding all rates, rules and regulations.**

**Arts!Longview reserves the right to determine the spacing of events on the CC calendar.**

**Arts!Longview reserves the right to refuse to rent the facility to any individual or group. Arts!Longview will not discriminate.**

**Location**

Longview Community Center  
500 E. Whaley Street  
Longview, Texas 75601

**Mailing Address**

Arts!Longview  
P.O. Box 3652  
Longview, Texas 75606

**Business Hours**

Monday-Friday, 8:00 a.m. to 5:00 p.m.

\_\_\_\_\_ Initial and Date



**I understand and agree to these rental rates and building use policies.**

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Mobile Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Date

\_\_\_\_\_ Initial and Date