



CITY OF HEATH, TEXAS

COMMUNITY ROOM RENTAL POLICY

Adopted by the City Council of the City of Heath, Texas

Effective Date: February 24, 2026

SECTION 1. PURPOSE AND INTENT

The purpose of this policy is to establish uniform rules and procedures governing the rental and use of the City of Heath Community Room ("Community Room"). This policy ensures that the facility is used in a manner that supports community engagement, protects City property, and promotes health, safety, and fairness among all users.

Rental fees, deposits, and charges are not included in this policy and shall be established within a City-Council-approved Fee Schedule, which is incorporated by reference.

SECTION 2. AUTHORITY

This policy is adopted pursuant to the City's home-rule authority, and the City Manager (or designee) is authorized to administer and enforce the provisions of this policy. The City Manager may develop administrative procedures and forms consistent with this policy and may amend the policy administratively from time to time as determined necessary.

SECTION 3. ELIGIBILITY AND PERMITTED USES

3.1 Eligible Users

The Community Room may be reserved by: City residents; resident organizations and businesses; governmental agencies; and nonprofit organizations affiliated with the City of Heath.

3.2 Permitted Uses

The Community Room may be used for community meetings; educational workshops or trainings; social gatherings and receptions; cultural, civic, or neighborhood events; private events such as birthday parties, graduations, showers, and similar activities; and meetings or activities of religious, civic, or fraternal groups (provided all uses comply with this policy and applicable law).

3.3 Prohibited Uses

The following are prohibited: illegal or unsafe activities; activities that would damage City property; commercial activities not approved by the City; any event that violates fire code, capacity limits, or building regulations; activities inconsistent with the intended civic purpose of the facility; and any private event that includes sexually explicit or adult-oriented content.

SECTION 4. PRIORITY OF RESERVATIONS

Reservations shall be accepted according to the following priority: (1) City of Heath events and programs; (2) Rockwall ISD or other government agencies; (3) City of Heath residents and resident organizations; (4) non-profit organizations affiliated with the City. The City reserves the right to preempt or reschedule any reservation for official City business or unforeseen circumstances. If preemption occurs, the Renter shall receive a full refund of all rental fees paid.

SECTION 5. RESERVATION PROCEDURES

5.1 Application Required

A reservation request must be submitted through the City's designated application form or online system. Reservations are not confirmed until the request is approved by City staff, required fees and deposits are paid, and a signed rental agreement is received.

5.2 Age Requirement

The Applicant and primary Renter must be at least 21 years of age.

5.3 Reservation Window

Reservations may be submitted no more than six (6) months in advance and no fewer than seven (7) business days prior to the event unless otherwise permitted by the City Manager.

5.4 Time Blocks

Rentals must be reserved in standard blocks established in the Fee Schedule. Setup and cleanup must occur within the reserved time.

SECTION 6. FEES, DEPOSITS, AND PAYMENTS

6.1 Fee Schedule

All rental fees, security deposits, cleaning fees, and other charges shall be set by the City Council through the adopted Fee Schedule.

6.2 Refundable Deposit

A refundable damage/cleaning deposit is required for all rentals. Deposits may be withheld to cover damages, excessive cleaning, violations of this policy, exceeding reserved time, or lost keys/access cards.

6.3 Payment Deadlines

All fees must be paid by the deadline communicated by the City. Unpaid reservations may be canceled.

SECTION 7. ALCOHOL, CATERING & FOOD

7.1 Alcohol

Alcohol may be permitted by advance written approval of the City Manager and may require additional insurance, security personnel, and compliance with all applicable TABC laws.

7.2 Food/Catering

Food and nonalcoholic beverages may be served. The Renter is responsible for proper disposal and cleanup.

SECTION 8. SECURITY, INSURANCE, & SAFETY

8.1 Security Personnel

The City may require security officers depending on event size, type, or if alcohol is present.

8.2 Insurance

The City may require a Renter to provide a certificate of liability insurance naming the City as an additional insured.

8.3 Compliance With Laws

Renters must comply with all federal, state, and local laws, including fire code, ADA accessibility, and occupancy limits.

SECTION 9. ROOM SETUP, DECORATIONS & EQUIPMENT

Only City-approved attachment methods may be used (no nails, screws, or tape that damages surfaces). No glitter, confetti, or fog machines. Tables and chairs may be available for use as determined by the City. The Renter may not alter thermostats, City equipment, or facility systems.

SECTION 10. CLEANUP REQUIREMENTS

Before exiting, the Renter must remove all personal items and decorations, dispose of trash in designated containers, wipe surfaces, and restore the room to the original configuration. Additional cleaning fees will apply if City staff must return the facility to an acceptable condition.

SECTION 11. DAMAGES AND LIABILITY

Renters are financially responsible for any damage to the facility, equipment, or furnishings; costs exceeding the deposit; and the conduct of guests, attendees, and vendors. The City is not responsible for lost or stolen personal property.

SECTION 12. CANCELLATIONS & REFUNDS

12.1 Renter Cancellations

Refunds for renter-initiated cancellations shall follow the refund schedule established in the Fee Schedule.

12.2 City Cancellations

If the City cancels an event due to emergencies, maintenance needs, or official City use, all fees will be fully refunded.

SECTION 13. CONDUCT & SUPERVISION

The Renter must provide adequate adult supervision, especially for events involving minors. Disorderly conduct, disruptive behavior, or violation of City policies may result in immediate termination of the event without refund. Smoking and vaping are prohibited inside the facility.

SECTION 14. ACCESS, KEYS & AFTER-HOURS USE

Any issued keys, cards, or access devices must be returned promptly. After-hours use is permitted only when approved by the City and may require additional fees or staffing.

SECTION 15. NON-ASSIGNMENT

Reservations may not be transferred or sub-leased to another individual, group, or organization.

SECTION 16. ENFORCEMENT & RIGHT OF REFUSAL

The City reserves the right to deny any reservation request that conflicts with City operations or violates this policy; remove individuals or terminate events for safety or compliance reasons; and prohibit future rentals by individuals or groups who repeatedly violate policies.

SECTION 17. APPEALS

A Renter may appeal City Staff decisions related to reservations, enforcement actions, or fees by submitting a written request to the City Manager, whose decision shall be final.

SECTION 18. EFFECTIVE DATE

This policy becomes effective upon approval by the City Council of the City of Heath, Texas, and shall remain in effect until amended or replaced.