

**CITY OF HUTCHINS, TEXAS
RESOLUTION NO. R 2025-10-1291**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HUTCHINS, TEXAS, ADOPTING AN EVENT CENTER RENTAL
POLICY AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Hutchins adopted Ordinance 2025-04-1207 amending the Code of Ordinances to include provisions and regulations for the public to rent certain municipal facilities; and

WHEREAS, a detailed policy is required to appropriately execute the aforementioned Ordinance; and

WHEREAS, the policy provides specific regulations including the responsibilities of the renter and reservation processes; and+

WHEREAS, the City Council finds that it is in the public interest to adopt the Event Center Rental Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, THAT:

SECTION 1. The City Council hereby approves the establishment and adoption of the Event Center Rental Policy attached hereto as Exhibit “A.”

SECTION 2. This Resolution shall become effective immediately upon its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Hutchins, Texas, this the 20th day of October 2025.

CITY OF HUTCHINS, TEXAS

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary
(10-14-2025: 4897-6468-9779, v. 1)

EXHIBIT “A”

Event Center Rental Policy

This Event Center Rental Policy pertains to leasing the Event Center located within the Hutchins City Hall building. The purpose of this policy is to ensure that 1) Members of the public have equal access to reserving the facilities; 2) Guidelines are provided to ensure uniform administrative processes; and 3) Attention is given to the use of City resources and infrastructure necessary to maintain orderly and safe events without damage to public property.

RESERVATION REQUIREMENTS

Requirements

- Reservations are accepted on a first-come, first-serve basis.
- Reservations must be made by an adult at least 21 years of age. All persons signing the Facility Rental Contract shall be liable and responsible for any problems and damages that occur during the rental period.
- All fees, facility rental and damage deposit, must be paid in full at the time of the reservation.
- No person, firm, or corporation shall use any space or the facilities at the Hutchins Event Center without completing a Facility Contract.
- In the event of scheduling conflicts or upon occasions when a more extensive use of the facilities can be scheduled, the city reserves the right to give the renting party thirty (30) days notification and to fully refund any fees and deposits paid by the renting party for the cancelled events. This applies to City of Hutchins sponsored activities, and only if other accommodations are unavailable.
- Groups having reservations at the facilities shall be permitted to use only the areas designated to them at the time the reservation was confirmed. There shall be no tables/chairs/signs/equipment etc. placed in the hallway/foyer area of the facility.
- No group shall schedule an event which will have a larger attendance than the posted maximum occupancy of the area they have rented.
- A Facility Rental Check-In/Check-Out Sheet must be filled out by a Facility Attendant prior to and following each reservation and must be signed by the reserving party. All rentals are requested to notify a Facility Attendant when they have completed use of an area in order to commence the Check-In/Check-Out procedure. Failure to check out with staff will result in forfeiture of deposit.
- All money is deposited on a daily basis. This includes the damage and the rental fees.

Cancellation and Refund Policy

The City of Hutchins (COH) Cancellation and Refund Policy is designed to ensure customer satisfaction by providing clearly defined time periods for customers who are unable or unwilling to continue participating in a COH program or reservation for any reason.

- A Refund Request Form must be provided for any request for a refund.

- Any refund payments originally made by cash, check or money order will be paid by a check issued within 30 days.
- Online transaction fees are non-refundable.
- A \$25 administrative fee will be assessed to a cancellation booked.

Cancellation of Service made by COH

Participants may receive a full refund for fees paid for a reservation or special event due to cancellations made by COH. Prorated fees and service fees will not be applied.

Refund for a Reservation

Please refer to the refund schedule table below:

61+ calendar days' notice of cancellation	80% of rental fee charges will be returned
31-60 calendar days' notice of cancellation	50% of rental fee charges will be returned
30 calendar days' notice of cancellation	0% of rental fee charges will be returned

COH reserves the right to change refund policies and procedures without notice.

Violations

- The COH reserves the right to refuse any individual or group the privilege of using the facilities due to abuse of any facility policies.
- Parking in fire lanes is prohibited. Renters are allowed to use the designated parking areas for loading and unloading items.
- Renters who abuse facility policies will be subject to losing their Damage Deposit. The renter may also be subject to paying other assessed fees associated with the damage incurred to City property and will be denied further use of the facility.
- Renters failing to vacate the building by the end of their rental period will forfeit their Deposit.
- Renters shall comply with all laws: federal, state, and local. This includes the City of Hutchins Police and Fire Departments. Failure to comply with any and all policies will result in loss of Damage Deposit and/or cancellation of contract.
- Returned Check Policy – Any returned checks on a damage deposit or rental fee will result in a \$30 service fee. **Upon receipt of a returned check, any and all reservations will be immediately cancelled.**

Prohibited Items & Activities

- Commercial solicitation and transactions are prohibited (i.e. selling merchandise, admission fees, gambling, fundraising).
- The serving of alcoholic beverages for on-premises possession and consumption is strictly prohibited. **Presence of alcohol on the property is grounds for immediate shutdown of your rental.**
- Smoking/vaping and controlled substances are prohibited on the premises and within 30 feet of the entrances.
- Firearms are prohibited except as authorized by law.
- Sidewalk chalk, confetti eggs, glitter, piñatas, and water balloons are prohibited.

FACILITY AND GROUNDS USAGE

General Use Stipulations

- Any group using the facility agrees to assume all responsibility for any injuries or damages beyond normal wear (as determined by the City) incurred as a result of their usage.
- NO personal or rented property shall be left, before rental time frame, after rented time frame or overnight.
- NO personal or rented property shall be delivered to the Event Center outside of the rented time frame. The renter must be present for all deliveries.
- Everyone entering the facility shall wear proper attire. Improper attire consists of, but is not limited to, swimsuits, and lack of shirt, lack of shoes. Anyone entering the facility improperly attired shall be asked to leave by the facility manager or his/her designated representative.
- Gambling and loitering are NOT PERMITTED within the facilities. This includes the parking lot and areas surrounding the Event Center.
- Smoking or any other type of tobacco products is NOT PERMITTED inside the Event Center. There are designated areas surrounding the Event Center.
- Consumption or possession of alcohol is NOT PERMITTED inside the Event Center or surrounding areas.
- Grilling is prohibited on the premises.
- Individuals are prohibited from touching, sitting, or climbing on art in place.
- All minors must be accompanied by an adult.
- No person renting the Event Center will be permitted to sublet or sub-rent the Event Center to any other person.
- No tables or chairs may be removed from the Event Center.

Specific Use Requirements – Animals and Pets

Animals and pets are not permitted in the facilities except in cases of the physically impaired or other special activities. The Event Manager **must** approve special activities involving animals and pets.

Specific Use Requirements – Clean Up

- Renters are required to clean their rented area and check out before the end of the rented time frame.
- In order to protect your Damage Deposit, the room should be left as it was found.
- All food, beverages, and decorations should be thrown away in trash receptacles.
- The trash bags must be tied up and taken to the dumpster before the end of the time frame rented.
- The renter must remove all personal or rented equipment before the end of the time frame rented.
- The Facility Attendants will provide all cleaning materials.
- Clean-up may be monitored by the Facility Attendants prior to check-out.

Specific Use Requirements – Decorations

To avoid damage to the walls or ceilings, the following decorating guidelines must be followed.

- Tape, glue, nails, tacks, screws, or any other material used for affixing items/material on the walls is strictly prohibited.
- No open flames are permitted, only flameless candles are allowed on the premises, for decorative purposes, for reception tables, etc.
- Do not hang any decorations from the ceilings.
- Wedding parties are prohibited from throwing rice, birdseed, or confetti. Birdseed may be thrown outside the Event Center.
- Failure to adhere to the above will result in the loss of the renter's Damage Deposit.

Specific Use Requirements – Entertainment

The use of DJ's and any other live entertainment requires the renter to reserve both sides of the Event Center. This includes, but is not limited to:

- Any type of microphones
- Musical instruments
- Amplified sound

Noise that is disturbing to other reservations **will not** be tolerated – the reservation will be asked to leave with **no refund**.

Specific Use Requirements – Catering Kitchen Use

- The kitchen must be reserved as part of a rental contract only when the entire Event Center is not reserved.
- Sharing the kitchen between renting parties **is not** allowed.
- No food or beverages should be left in the kitchen area after your event is complete (this includes the refrigerator and cabinets).
- The kitchen area should be cleaned prior to checkout. Failure to do so results in loss of Damage Deposit.

Specific Use Requirements – Time Frames

- Your time starts at the specified time of your rental. The time frame includes your set up time, event time and clean up/break down time.
- You may not enter the facility or check out past the time stated on your rental contract.
- You must be cleaned up and out of the room by the specified time. **Failure to do so will result in loss of Deposit.**
- 4897-6468-9779, v. 1