



# JUNIOR LEAGUE OF ARLINGTON

## CENTER GUIDELINES

### For use of the Center for Community Service by Charitable Nonprofit 501(c)(3) Organizations and Tax-Supported Local Government Agencies or Entities

A signed and approved contract is required for usage of The Junior League of Arlington, Texas, Inc. ("JLA") Center for Community Service ("Center"). Any individual or organization ("Nonprofit") using the Center must abide by and conform to all rules, policies and regulations. Failure to do so may result in denial of future usage. It is the responsibility of the Nonprofit to make its guests aware of these policies and regulations and to enforce them. These rules are made for the protection of the guests and the preservation of the Center.

#### USE OF PROPERTY

1. The Community Vice President shall have the authority in determining approval of the Reservation Application & Contract. Originals of contracts shall be kept on file at the Center.
2. A Nonprofit using the Center must comply with all federal, state and local laws, including but not limited to all rules, regulations and requirements of the Arlington Police and Fire Departments. Any permit, license or tax required for an activity must be purchased by the Nonprofit and made available for inspection by the JLA Office Manager 48 hours prior to the function.
3. The Nonprofit shall not assign the contract, or any part thereof, nor suffer any use of said premises other than herein specified without the written consent of the Center Management Chair and Community Council.
4. JLA reserves the right to enter upon and to have access to said premises at any and all times on any matter connected with said premises.
5. The Center may not be used in a manner that will bring discredit or criticism upon JLA.
6. The Center may not be used by any political candidate or political party for a political event.
7. The Center may not be used for religious events.
8. The Center may not be used for any fundraising activity by an organization other than JLA.
9. Following the function, a Center Access Liaison will inspect the premises for cleanliness and damages. The charges for a damaged item will be based on its repair or replacement cost as determined by the Center Management Chair and Community Council. Any damages, including theft, will be the responsibility of the Nonprofit.



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## **GENERAL HOUSE RULES**

1. A Center Access Liaison will be on duty at all times. Nonprofit must check in with the Center Access Liaison upon arrival. The Nonprofit representative must wait to leave the premises until all guests, caterers and others are off the premises.
2. No smoking is allowed.
3. No alcoholic beverages will be allowed on the premises.
4. No candles are allowed.
5. No furniture may be moved without the permission and the supervision of the Center Access Liaison. If permission is granted, furniture must be returned to its original location.
6. No pets are allowed, except for those trained to assist the physically challenged.
7. No firearms and other weapons are allowed. This restriction is applicable regardless of whether the person is licensed to carry a weapon. This policy does not apply to licensed peace officers.
8. All JLA office and storage offices, including supplies and equipment, are strictly off limits. This includes JLA dishes, coffee urns, pots, and linens. Nonprofit must supply ALL items needed for meeting other than audio/visual. Phones are for emergency use only.
9. Children must be supervised at all times.
10. All services such as floral and catering are the responsibility of the Nonprofit.
11. No mounting on walls or windows with pushpins or tape.
12. Rented items should be picked up by noon of the following business day.
13. JLA assumes no responsibility for any properties placed in or on the premises. Any such items not removed shall become the property of JLA unless other arrangements are made.
14. No vehicles of any kind are allowed on the lawn.
15. The kitchen is available as caterer's staging area only.
16. A Nonprofit using the Center is expected to leave the facility clean and in the condition in which it was found. It is the responsibility of the Nonprofit to:
  - Provide any necessary ice, condiments, paper goods, etc.
  - Clean up after the meeting. The Nonprofit shall pick up, properly package and place trash in a designated area. A checklist will be provided with details of clean-up procedures. Failure to comply with this may result in an assessment of a cleaning charge and/or denial of future usage.

## **SCHEDULING AND FEES**

1. Reservations for the Center will be made according to a first call, first served basis, by contacting the JLA Office Manager.
2. The meeting rooms at the Center are available free of charge, once a month, or as space allows, to 501(c)(3) organizations and tax-supported local government agencies or entities for the purpose of carrying out organizational business.
3. Reserving rooms on an on-going basis may be requested for a period of one JLA calendar year, June 1 – May 31. Confirmation is requested two weeks prior to each scheduled meeting date.



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4. Nonprofits using the Center are expected to conclude all meetings so that the required clean-up and checkout procedures are completed by the designated building closing time.
5. Payment for applicable deposit shall be made by check, cash or credit card and must be received to confirm the reservation; refund of the deposit will be remitted by check by JLA.
6. Reservations may not conflict with any calendared JLA activity or purpose.
7. Community meeting space is available during the following days and times:

<b>Dates</b>	<b>Time of Day</b>	<b>Day of the Week</b>
June 1 – June 30	9:00am to 1:00pm	Monday – Friday
June 1 – June 30	6:00pm to 9:00pm	Tuesday and Thursday
June 1 – June 30	9:00am to 3:00pm	2 <sup>nd</sup> Saturday of the Month
<b>July – CLOSED</b>		
August 1 – August 15	9:00am to 1:00pm	Monday – Friday
August 1 – August 15	6:00pm to 9:00pm	Tuesday and Thursday
August 1 – August 15	9:00am to 3:00pm	2 <sup>nd</sup> Saturday of the Month
August 16 – May 31	9:00am to 3:00pm 6:00 pm to 9:00pm	Monday – Thursday
August 16 – May 31	9:00am to 3:00pm	Friday
August 16 – May 31	9:00am to 3:00pm	2 <sup>nd</sup> Saturday of the Month