Williamson County
Room Rental
Rules and Regulations

Williamson County has a variety of rooms in various county buildings that are available for public use. The purpose of the public rooms is for the use of Williamson County and its citizens. Williamson County reserves the right to refuse to rent rooms to any individual or group at the discretion of the Williamson County Commissioner's Court. A detailed list of county buildings with community rooms available for rent is attached.

The following are the rules and regulations for room rentals for people or groups that are **not** part of official county business.

General Rules of Room Usage

1. A contract agreement must be signed by the renter prior to the event which acknowledges receipt of the Williamson County Community Room Rental Information and the Williamson County Rules and Regulations. The person signing the agreement must provide a valid state issued driver's license or identification card, which will be copied, and this person will be responsible for any damages.
2. You must be 21 years of age or older to rent a room and have a valid state issued driver's license or identification card.
3. Non-profit renters must provide a copy of current non-profit status.
4. Renters are responsible to inform their guests/event attendees of all rules and regulations.
5. Use of the facility does not in any way imply that the Williamson County Commissioner's Court or Williamson County endorses, encourages, or approves the purpose of the user.
6. Food and non-alcoholic beverages are allowed as long as the room is completely cleaned after usage, including taking out all trash. Possession or consumption of alcoholic beverages in the meeting rooms is strictly prohibited. **Failure to follow this rule will result in loss of room rental privileges and loss of deposit.**
7. Rented meeting rooms may be reserved a maximum of 6 months in advance for use. All rooms are available for usage only between 8:00 AM and 10:00 PM. Monday through Friday. Weekend usage must be approved by the county judge or the commissioner of the precinct in which the building is located.
8. No person, association, organization, business, or corporation may rent any of the rooms more than 5 times a month.
9. All fees are due when the reservation is made. No refunds will be made for any cancellation less than one week prior to scheduled use. Checks for rentals and security deposits should be made payable to Williamson County.
10. If a meeting goes more than 15 minutes over the scheduled time, an additional half hour will be billed. If the meeting goes more than 30 minutes over the scheduled time, an additional hour will be billed**. Continued usage of the room(s) past the time of rental will result in loss of room rental privileges and loss of deposit.**
11. The individual or group renting the room is responsible for setting up the room and returning it to its original configuration. Set up and clean up time should be included in the amount of rental time. A schematic map is posted in the room.
12. Any advertising or printed material of events or programs sponsored by the renter must contain the following statement: **THIS EVENT IS NOT AFFILIATED WITH OR SPONSORED BY WILLIAMSON COUNTY.**
13. Public restrooms are available for use during the event.
14. All events, their attendees, caterers, entertainment, etc., must vacate the premises so that the building can be secured no later than 10:00 pm.
15. The County staff does not assist in setting up or dismantling of specials events. These services may be available for an additional fee.
16. The county facility is a public space and there may be public using other parts of the building during the event.
17. Activities must be confined to the rented room or combination of rooms dedicated to the event.
18. Use of the Williamson County grounds for events is prohibited, unless expressly granted permission from the commissioner of the precinct where the room is rented, or if the commissioner is unavailable, the county judge.

Miscellaneous Restrictions

1. Smoking is prohibited in any of the meeting rooms.
2. Registration tables, refreshments, or any other activities are not permitted outside of the room rented.
3. No candles or open flames are allowed in any of the meeting rooms.
4. No decorations may be attached in any way to the walls or ceilings of any of the rooms.
5. Fog machines are not allowed.
6. No furniture may be borrowed or moved from other areas of the building.
7. No live animals are allowed in the community rooms, with the exception of the room at the Williamson County Animal Shelter, or service animals.
8. Williamson County reserves the right to cancel or reschedule any meeting in case of an emergency and will notify the representative of any previously scheduled meeting as quickly as possible.
9. Williamson County is not responsible for any articles lost or stolen from any of the rented rooms.
10. Groups requesting exceptions to these rules and policies must do so in writing with an explanation for the exception requested to the precinct commissioner where the building is located. If the commissioner is unavailable you may contact the county judge.
11. Failure to follow the above rules and policies will result in loss of security deposit(s) and refusal of further meeting room bookings.
12. Any circumstances not covered in the above rules and policies will be resolved by decision with the precinct commissioner or county judge.

I have read the Rules and Regulations and fully understand its contents.

_____ _____

Authorized Representative Signature Date

_____

Printed Name of Representative

_____

Name of Organization or Group

Address: _____

City: _____ State: _____

Phone: _____ Alt: _____

E-Mail: _____ Alt: _____

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