

City of Whitehouse City Center Rental Policy



Mission: Provide the amenities and infrastructure that allow for a safe, connected and engaged community.

Overview

The following policies pertain to the City of Whitehouse City Center facility. **The City of Whitehouse reserves the right to change the rental rates, deposit amounts, rules, regulations and/or any verbiage within this policy at any time without notice.** The City of Whitehouse also reserves the right to schedule events, programs, and/or activities at any time at City Center.

During the contracted rental period, the renter is the responsible party and must be in attendance for the entire event. A person must be 21 years of age or older to rent the banquet hall, training room, and executive conference room; or 18 years of age to rent in the coworking space. A parent or legal guardian must submit the permission form for individuals under 18 years of age. Student groups requesting to meet in the coworking space may have a teacher provide the permission form.

Policies and further specifications to a specific rooms in City Center may be found under [Space Descriptions](#).

Resident Rentals

Proof of Whitehouse residency is required to receive the resident rate. Proof of residency may be, but is not limited to, a current government issued ID or utility bill with a City of Whitehouse address. During the contracted rental period, the renter is the responsible party and must be in attendance for the entire event.

Non-resident Rentals

Non-residents must present a current government-issued ID. During the contracted rental period, the renter is the responsible party and must be in attendance for the entire event.

Whitehouse Businesses

For resident rental rates, businesses must operate from a fixed location within Whitehouse city limits or be a member of the Whitehouse Area Chamber of Commerce. Businesses may be asked to provide proof of residency or Whitehouse Area Chamber of Commerce membership.

Organizations, City Affiliate Groups, City of Whitehouse Sponsored Events

Organizations may include but are not limited to non-profit organizations. Whitehouse non-profits are defined as Whitehouse based groups that have obtained status as a charitable organization pursuant to Section 501(c)3 of the Internal Revenue Code.

Programs and events that are sponsored by the City of Whitehouse are generally exempt from the hourly rate and deposit requirements during open hours but may be subject to the after-hour fee/deposit and do not take priority over City programing, events, or rentals.

The City of Whitehouse Parks and Facilities Director will have the authority to waive the rental fees for organizations and city affiliate groups.

Space Descriptions

Whitehouse City Center is a hub for the community, offering versatile space designed to accommodate a wide range of events and gatherings. Conveniently located in the heart of Whitehouse, it serves as a prime destination for both local residents and visitors. Whether you're hosting a meeting, celebration, or special event, our flexible rental spaces are tailored to meet your needs.

Banquet Hall

Available Monday-Friday from 8:00am to 8:00pm.

	Per hour fee—minimum two (2) hours
Resident	\$100
Non-Resident	\$125

After Hour Rates: After 8pm Monday-Friday and all-day Saturday-Sunday. Any Saturday or Sunday Reservations are considered after hours and the after hours rate will apply.

	Per hour fee—minimum two (2) hours
Resident & Non-Resident	\$175

- ❖ Capacity & layout options
 - Banquet: 90 people
 - Theater: 110 People
 - Classroom: 56 people
- ❖ Additional
 - Catering kitchen
 - 24-foot stage with adjustable layout
 - Audio/visual equipment

Executive Conference Room

Available Monday-Friday from 8:00am to 8:00pm.

	Per hour fee—minimum two (2) hours
Resident	\$20
Non-Resident	\$45

After Hour Rates: After 8pm Monday-Friday and all-day Saturday-Sunday. Any Saturday or Sunday Reservations are considered after hours and the after hours rate will apply.

	Per hour fee—minimum two (2) hours
--	---

Resident & Non-Resident \$95

- ❖ Capacity
 - 18 Conference
- ❖ Additional
 - Internet/Wi-Fi
 - Monitors

Training Room

Available Monday-Friday from 8:00am to 8:00pm.

	Per hour fee—minimum two (2) hours
Resident	\$30
Non-Resident	\$55

After Hour Rates: After 8pm Monday-Friday and all-day Saturday-Sunday. Any Saturday or Sunday Reservations are considered after hours and the after hours rate will apply.

	Per hour fee—minimum two (2) hours
Resident & Non-Resident	\$105

- ❖ Capacity
 - Classroom: 32 people
- ❖ Additional
 - Internet/Wi-Fi
 - Audio/Visual

Full-Site Reservations and Full Day Rentals

Please contact the Parks and Facilities Director for more information.

Coworking Space

Coworking space at City Center is a premier option for innovation and collaboration. With hot desks, business incubation areas, lounge seating, group working tables, and conference rooms, the Coworking Space is perfect for entrepreneurs to established companies. A variety of membership options are available to best meet the needs of the community. Memberships are billed monthly.

- Coworking Space Amenities
 - Reliable Internet

- Coffee/water
- Vending Machine
- Device charging stations
- ⊖ Flexible seating options including enclosed workspaces
- Small conference room available by reservation
- Individual and group working tables

Membership type	Rates
Day Pass (Resident)	\$5
Day Pass (Non-Resident)	\$10
Student Membership (Resident)	\$20
Student Membership (Non-Resident)	\$40
Standard Membership (Resident)	\$40
Standard Membership (Non-Resident)	\$50
Premier Membership (Resident)	\$75
Premier Membership (Non-Resident)	\$100

Day Pass Benefits

- ❖ Day passes are available during staffed operating hours. Reservations are not required, but day passes operate under a first come first serve basis.
- ❖ Day passes may be requested online or at the front desk.

Student Membership Benefits:

- ❖ Valid for 8th grade to college level
 - Students under the age of 18 must have a parent or guardian establish and maintain their membership
 - Resident and Non-Resident rates for student memberships are based on the student's physical address in relation to city limits, not school district boundaries
- ❖ Access to coworking space during business hours
- ❖ Access to coworking conference during business hours
- ❖ If additional meeting time or use of other spaces is needed, the regular rates will apply

Standard Membership Benefits:

- ❖ Valid for 1 user
- ❖ Access to coworking space during business hours
- ❖ Access to coworking conference during business hours
- ❖ If additional meeting time or use of other spaces is needed, the regular rates will apply

Premier Membership Benefits

- ❖ 24/7 access
- ❖ Valid for immediate family members
 - Premier membership holders will receive up to 4 physical keycards that will provide access to the coworking space. Additional/lost/stolen keycards are \$5 each and may be requested at City Center.
- ❖ Ability to reserve hot desks
- ❖ Access to coworking conference
- ❖ Monthly billed subscription
- ❖ May cancel plan at any time
- ❖ Premier membership holders may bring a guest

Businesses Membership Benefits

Available to businesses both inside and outside of Whitehouse City Limits. Business Memberships include all Premier membership benefits as well as those listed below.

- ❖ 24/7 access
- ❖ Coworking space access
- ❖ Two (2) hours, once a month use of Executive Conference Room
- ❖ If additional meeting time is needed for any of the above listed rooms, the regular rates will apply.
- ❖ Individual rates for additional employees.
 - Business memberships are valid for 3 people. Additional employees may purchase day passes or be added to the membership plan for \$10 per employee.
 - Business membership holders will receive up to 3 physical keycards that will provide access to the coworking space. Additional/lost/stolen keycards are \$5 each and may be requested at City Center. If additional employees are added to the membership, keycards will be included.
- ❖ Annual payment optional
- ❖ May cancel plan at any time
- ❖ Business Membership holders may host meetings with guests who are not employees associated with the membership. The Parks and Facilities Director reserves the right to limit or restrict guests if such gatherings are determined not to be legitimate business meetings.

Business Membership Rates

	Rate
Resident Business	\$100
Non-resident Business	\$150
Business Individual Membership	\$10 per additional employee

Organization Memberships Benefits

Available to nonprofits both inside and outside of Whitehouse City Limits. Nonprofit Memberships will include the following benefits, and the rates may be found below.

- ❖ 24/7 access
- ❖ Coworking space access during operating hours.
- ❖ Two (2) hours, once a month use of Executive Conference Room
- ❖ If additional meeting time is needed for any of the above listed rooms, the regular rates will apply.
- ❖ Individual rates for additional employees.
 - Organization memberships are valid for 3 people. Additional employees may purchase day passes or be added to the membership plan for \$5 per employee.
 - Organization membership holders will receive up to 3 physical keycards that will provide access to the coworking space. Additional/lost/stolen keycards are \$5 each and may be requested at City Center. If additional employees are added to the membership, keycards will be included.
 -
- ❖ Organization Membership holders may host meetings with guests who are not employees associated with the membership. The Parks and Facilities Director reserves the right to limit or restrict guests if such gatherings are determined not to be legitimate organization meetings.
- ❖ Annual payment optional
- ❖ May cancel plan at any time

Organization Membership Rates

	Rate
Resident Organization	\$50
Non-resident Organization	\$100
Organization Individual Membership	\$5 per additional employee

General Information

Reservations

- ❖ Rental durations must be agreed upon between the renter and the City of Whitehouse at least five (5) business days prior to the event. The rental rate is due at the time of reservation. Reservations will not be considered completed or scheduled until payment is received. The City of Whitehouse does not allow holds for reservations. City Center

staff, at their discretion and depending on availability, may accept reservations made less than five (5) business days in advance.

- ❖ At the discretion of City Center staff and depending on availability, reservations made more than thirty (30) days prior to the event date may be temporarily held without full payment. Terms, timelines, and payment deadlines for such reservations will be determined by City Center staff.

Availability

- ❖ Room availability is subject to City functions, with priority given to events that benefit the entire community. Some rooms may not be available after hours or on City holidays.
- ❖ Community events and City functions are posted to the public calendar on the City of Whitehouse webpage.

Deposit

- ❖ The full rental fee must be paid in advance to secure the reservation. Payment is required no later than three (3) days before the scheduled event. In addition, a valid credit or debit card will be kept on file to cover any potential cleaning fees or damages incurred during the event. After the event, an inspection will be conducted, and if no additional charges apply, the card on file will not be charged. If cleaning services or repairs are necessary, the renter will be notified, and the appropriate amount will be charged to the card on file.
- ❖ Reservations made more than thirty (30) days prior to the event date have the option to pay a deposit or pay the rental rate off between the date the reservation is made and three (3) days before the event.
- ❖ All rentals must be paid in person at city hall with a valid credit card or online through the booking system *Archie*.

Cancellation Policy

- ❖ Rental agreements may be canceled in writing at least three (3) business days in advance to receive refunded rental fees or credits for future use. City Center Staff must receive notice at least three (3) days in advance for the renter to receive the equal amount of credits as the original. The Renter reserves the right to receive credits to choose booking credits or a monetary refund.
- ❖ Written notices of cancellation received less than three (3) business days prior to event, are not eligible for refund rental fees. The Parks and Facilities Director will have the final authority on moving reservation dates, or issuing credits for events cancelled due to extenuating circumstances.

Set up

- ❖ Final layout and headcount are due three (3) business days prior to the event. Any additional changes to the layout without notifying city staff may result in additional charges.
- ❖ The rented room will be set up prior to the event based on the agreed upon layout. For room configurations, please contact City Center staff.

Cleanup/Take Down

- ❖ Renters are responsible for all clean up and related items to be completed during the scheduled reservation time. All decorations, litter, debris must be disposed of properly. Trash must be bagged and tied inside cans. City staff will inspect the facility after rental is completed. Failure to comply with the rules and regulations may result in additional charges. City Center staff will provide any requirements regarding event take down to the renter prior to the reservation. **Renters may not move or rearrange City of Whitehouse furniture and property unless given permission in advance.**

Deliveries

- ❖ The renter or an event representative must be available to accept and inspect deliveries. Deliveries may only be made during building operating hours or during reservation periods. **City Center staff will not accept deliveries on behalf of renters.** Any theft, damage or loss of rental items left at City Center is the responsibility of the renter. The City of Whitehouse assumes no liability for loss or damage of rental items.

Food and Beverage

- ❖ Food and drink (non-alcoholic) is permitted in all of the rental spaces. For questions regarding food prep and storage The renter is responsible for coordinating with City Center staff. Caterer is responsible for the coordination of arrival and set up of food service with customer and City Center staff. **City Center staff will not accept food and beverage deliveries on behalf of the renter.**

Climate control

- ❖ Please contact staff for assistance.

Conflict, Exclusion, & Noise

- ❖ The City of Whitehouse may cancel any scheduled reservation should the activities planned be in conflict with the rules and regulations of the City of Whitehouse, State of Texas or Federal Law. The City of Whitehouse reserves the right to ask any guests or individuals exhibiting unacceptable behavior to leave the building. No illegal activities of any kind will be allowed on the premises. All rentals at City facilities are of a non-exclusive nature—rental of areas does not mean exclusive use of the entire City Center.

- ❖ The City of Whitehouse Noise Ordinance 11-1121-01 must be followed at all times.

Entertainment

- ❖ Music is allowed if the noise level is kept to an appropriate level. For reservations during normal business hours, music levels are left to the discretion of City staff. Audio Visual Policy
- ❖ City Center has a state-of-the-art audio/visual setup. A City of Whitehouse employee will be onsite to assist with operation of the AV systems.
- ❖ Connection to the AV system in all rental spaces requires a smart device or device with HDMI ports. HDMI cords are provided. City Center has a limited number of USB to HDMI and USB-C to HDMI adapters that renters may use for their reservation. Stolen or damaged adapters and HDMI cords will incur a \$10 charge to the card on file.
- ❖ Connection to monitors in the Coworking space is available via *Clickshare* that offers a USB-C connection.

Computer Use

- ❖ City Center is equipped with internet access and AV equipment. A computer with Wi-Fi capability is required, **the City will not provide laptops for use.** If available, cords may be provided to connect personal laptops to audio/visual, but this is not guaranteed.
- ❖ It is highly recommended to confirm proper equipment function prior to the event.

Smoking

- ❖ For rules and regulations regarding smoking, please see Ordinance 19-0514-01. **For all purposes, vaping shall be considered smoking.**

Fire Safety

- ❖ Decorative candles are generally prohibited—quick use, birthday candles are allowed.
- ❖ Trick candles are prohibited.
- ❖ Sterno cans are allowed for food warming purposes.
- ❖ No open flames are permitted unless being utilized for food warming. Flame source (Sterno) must be in an approved container. Traditional birthday candles are permitted.
- ❖ Combustible decorations may not be placed on or around electrical outlets or electrical devices, food warming flames or birthday candles.
- ❖ No outside cooking appliances are permitted.
- ❖ No high voltage appliance/tools/ equipment are permitted. (Exceptions upon Fire Department approval).
- ❖ Pyrotechnics are prohibited.
- ❖ Fog machines are prohibited.
- ❖ Entrances and exits must never be obstructed.

- ❖ Reservations are required to maintain occupancy capacities. Parties may be cancelled with no refund if occupancy requirements are exceeded during the reservation. Extension cords and power strips may be temporary use only. All visible cords must be securely fixed to the floor to avoid trip hazard. Power strips may not exceed rating by UL.
- ❖ No electrical devices or cords may be suspended from the ceiling.

Animals

- ❖ Animals other than service animals are explicitly prohibited inside City Center and on City Center property (i.e. no petting zoos).

Supervision

- ❖ Children under the age of 17 must be supervised by an adult unless a parent or guardian has given permission to City Center staff for use of the coworking space.

Fundraising & Gambling

- ❖ Gambling with money is prohibited. Events that wish to include a fundraising component must get approval from the Parks and Facilities Director prior to reserving the facility.

Logo and Advertising

- ❖ The name of the City of Whitehouse, Whitehouse logo, trademarks, or other distinguishing marks may not be used by renters, except when noting the addresses on invitations, maps, etc.
- ❖ Use of advertising materials, decorations, or signage of any kind on the exterior of City Center, including but not limited to the building, sidewalks, lawn, parking areas, or surrounding grounds, is prohibited for events or rentals.

City Holidays

- ❖ City Center may close or reduce hours for all federal holidays, the day after Thanksgiving, and Christmas Eve and may not be available for rent.
- ❖ Rental rates on holidays and holiday weekends will double.

Alcoholic Beverage Policy

- ❖ Possession and consumption of alcoholic beverages on any City property is prohibited.

Security

- ❖ Security deemed necessary by the renter or City of Whitehouse staff will require use of City of Whitehouse Police personnel. The renter will be responsible to make this arrangement and paying all fees.
- ❖ The City of Whitehouse Police Department reserves the right to require additional security officer for any reason.

Decoration Policy

Violations of the decoration policy may incur additional fines.

- ❖ No nailing, stapling, taping, gluing, adhesives, command strips, etc. on walls, door frames, windows, floors, or ceilings.
- ❖ No items can be attached to or hung from the ceiling.
- ❖ Balloon shine is prohibited on the property, inside or out.
- ❖ Decorations must be removed immediately after the event and within the agreed upon timeframe.
- ❖ No birdseed, rice, silly string, glitter, faux snow, confetti, hay, honey, flower petals (faux or real), etc. may be used on the property, inside or out.
- ❖ It is the customers responsibility to arrange for the pick-up of any rented decorations during the agreed upon rental time.
- ❖ City of Whitehouse reserves the right to refuse any decorations that do not comply with the above stated rules.
- ❖ For any questions regarding candles, please see the guidelines under [Fire Safety](#).

Furniture and Equipment

The City of Whitehouse provides the following tables and items for renters to borrow. Damages to any of the items used during the time of rental will incur additional fees. Please note that tablecloths are not available for rent; renters are responsible for supplying their own.

Tables

- ❖ 60" round tables
 - Seats 6 people
 - Recommended 120" round tablecloth (floor-length)
- ❖ 96"W x 30" D rectangular serving tables
 - Limited quantity
 - Recommended 60" x 120" rectangular tablecloth for training or lecture events
 - Recommended 90" x 156" rectangular tablecloth for banquet or formal events
- ❖ 72"W x 30" D rectangular training tables
 - Seats 2 people
 - Recommended 60" x 102" rectangular tablecloth for training or lecture events
 - Recommended 90" x 132" rectangular tablecloth for banquet or formal events.

Food serving items

- ❖ Coffee urns and cream/sugar
- ❖ Drink dispensers and ice bucket
 - Only to be used for water, tea, lemonade unless permission is granted by City Center staff

- Renter must supply their own ice
- ❖ Chafing dishes
 - Renters must supply aluminum serving pans to set in chafing dishes
 - Sterno cans are provided, City Center staff reserves the right to charge for replacing empty sterno cans.

For additional information regarding available furniture and equipment, please contact the Parks and Facilities Director.

Liability

Certain activities and event types will require liability insurance in addition to the standard rental agreement. The City of Whitehouse retains the right to require additional liability insurance for any reservations.

- ❖ **Liability:** All renters agree to pay for any damage done to the City Center facility, grounds, or furnishings by themselves, their guests, caterers, or employees. A signed contract covering this aspect will be required at the time of the rental application. If damage should occur, notification will be given to the renter as soon as damages have been determined. If repairs or clean up by City staff is required, the renter will be financially responsible for the cost of repairs and clean up not covered by the rental rate. The City of Whitehouse is not responsible for injury on the premises, personal property left on site, or rental equipment.
- ❖ Insurance requirements are as follows:
 - General Liability Coverage: \$1,000,000 per occurrence, \$2,000,000 annual aggregate
 - General liability policies must include coverage for the following:
 - Must be on a per occurrence basis
 - Must include medical expense limits of not less than \$10,000
 - Personal and advertising injury limit of not less than \$1,000,000
 - Products and completed operations limit of \$2,000,000 aggregate
 - Fire damage, any one fire limit of \$1,000,000

After Event Checklist

Please sign below and leave with City Center staff.

1. All trash must be put into trashcans and bags must be tied and left inside cans.
2. All coffee makers, ovens, burners, warmers, etc. must be turned off.
3. Countertops, sinks, stovetops, tables must be cleared of any event materials
4. All food items must be removed from warmers/refrigerators.
5. Any spills on the floors must be cleaned up immediately and City Staff must be made aware.
6. Any decorations must be taken down and out of the facility by the end of the event
7. All event guests must vacate City Center by the time stated in the contract. This includes rental companies, caterers, decorators, bands, DJs, vendors, guests, etc.
8. Any facility furnishings that may have been moved must be placed back in their original locations.
9. All interior lights must be turned off.
10. All exterior doors must be completely shut and latched.

Completed by:

Received by:

Renters signature

City Center staff

Printed

Sample Rental Agreements and Contracts

All City Center rental agreements and contracts must be signed and completed electronically, at the time of booking, through the booking software. Sample agreements are included below for review and reference purposes.

- ❖ Rental Agreement
- ❖ Membership Agreement
- ❖ Student Membership Agreement
- ❖ Equal Access Facility use Policy

Rental Agreement

Statement of Understanding

City of Whitehouse City Center is operated by the City of Whitehouse, Texas, for the benefit of the general public. Permission for private use of City facilities is a privilege granted by the City of Whitehouse. Because City facilities have been assembled, maintained, and operated for the general public, it is necessary that certain rules and regulations be established to protect its best interest.

Hold Harmless Agreement

In consideration of the City of Whitehouse, Texas, allowing me to rent room(s) in City Center, I/We voluntarily assume the risks, loss, damage, or injury and agree to fully indemnify, release and hold harmless the City of Whitehouse, Texas, and its officials, employees, and/or agents, jointly and/or severally, from every claim because of loss, damage, or injury of any kind because of such activity resulting from the intentional or negligent act or omission of the undersigned, or any of the undersigned's officers, agents, representatives, partners, shareholders, employees, contractors, invitees, or guests, regardless of whether such loss, damages, or injury is caused by the negligence of the City of Whitehouse, its officers, employees, agents, and/or contractors.

Therefore, the following understanding must be agreed upon before permission to use the facility is granted.

I have read the General Regulations, Reservation Policy & Procedures, General Statement of Understanding, and the Hold Harmless Agreement and I agree to abide by these conditions. Non-compliance may result in forfeiture of portions or entire deposit. Renter will be held responsible for damage and non-adherence to regulations.

In addition, I understand that the City of Whitehouse is not responsible for any services not directly related to the City of Whitehouse that may be used for the event (i.e. business cards on site for event contacts).

City Center Membership Agreement

Statement of Understanding

City of Whitehouse City Center is operated by the City of Whitehouse, Texas, for the benefit of the general public. Permission for private use of City facilities is a privilege granted by the City of Whitehouse. Because City facilities have been assembled, maintained, and operated for the general public, it is necessary that certain rules and regulations be established to protect its best interest.

Hold Harmless Agreement

In consideration of the City of Whitehouse, Texas, allowing me to rent room(s) in City Center, I/We voluntarily assume the risks, loss, damage, or injury and agree to fully indemnify, release and hold harmless the City of Whitehouse, Texas, and its officials, employees, and/or agents, jointly and/or severally, from every claim because of loss, damage, or injury of any kind because of such activity resulting from the intentional or negligent act or omission of the undersigned, or any of the undersigned's officers, agents, representatives, partners, shareholders, employees, contractors, invitees, or guests, regardless of whether such loss, damages, or injury is caused by the negligence of the City of Whitehouse, its officers, employees, agents, and/or contractors.

Therefore, the following understanding must be agreed upon before permission to use the facility is granted.

I have read the general regulations, City Center Rental Agreement, General Statement of Understanding and the Hold Harmless Agreement and I agree to abide by these conditions.

Non-compliance may result in forfeiture of portions or entire deposit. Renter will be held responsible for damage and non-adherence to regulations.

This agreement grants the member, **{{AccountName}}**, use of the following membership type: **{{ItemName}}** at **{{SpaceLegalName}}**. The membership permits access to the designated space for purposes consistent with the nature of this membership and the activities outlined in the City Center Rental Agreement.

The **{{ItemName}}** shall only be used solely for the purposes associated with **{{SpaceLegalName}}** and for no other purpose without written consent of the City of Whitehouse.

This agreement is valid for the period of **{{SubscriptionStartDate}}** through **{{SubscriptionEndDate}}** at the rate of **{{SubscriptionUnitPrice}}**.

Student Membership Agreement

Details

The student membership grants access to the {{SpaceLegalName}} coworking space during regular business hours. Members must follow all facility guidelines and respect shared space etiquette.

Parent/ Guardian Consent

I, the undersigned parent or legal guardian, give permission for my child {{AccountOwnerFullName}} to become a student member of City Center. I understand that:

- Students under 18 must have a parent or guardian establish and maintain their student membership account.
- My child may use the coworking space independently during business hours.
- City Center is a shared public environment; staff supervision is limited and not continuous.
- If my child violates facility rules or causes disruption, their access may be revoked.

Liability and Responsibility

I acknowledge that I am financially responsible for any damage to City Center property caused by my child, whether intentional or accidental. I agree to cover the costs of repair or replacement as determined by the City of Whitehouse.

Code of Conduct

By signing below, both the student and the parent/guardian agree to uphold City Center's policies, including but not limited to:

- Respectful use of all coworking areas
- No disruptive behavior
- Appropriate and safe conduct in shared spaces
- Following all staff instructions and posted rules

Student Membership Agreement must be signed by a Parent/ Guardian.
Equal- Access Facility Use Policy

Purpose

City of Whitehouse rental facilities, including the City Center banquet hall, training room, executive conference room, and other reservable spaces, are available for use by community groups, businesses, nonprofits, and the public for meetings, programs, celebrations, and civic activities. These facilities are designated as limited public forums. Use of City facilities must comply with the reasonable, content-neutral rules in this policy.

1. Equal Access and Non-Discrimination

The City of Whitehouse provides equal access to its rental facilities without regard to:

- Political party, political persuasion, or political viewpoint
- Race, color, national origin, religion, sex, disability, age, or any protected status

No group or individual may be denied access to a City rental facility based solely on its political affiliation, political views, or the political nature of the event.

Approval of a reservation does not constitute City endorsement of any organization or viewpoint.

2. Permitted Uses

- City facilities may be used for a broad range of events, including:
 - Community meetings, civic events, and educational workshops
 - Business meetings, conferences, and trainings
 - Social events, receptions, banquets, and celebrations
 - Nonprofit programs, charity events, and community outreach
 - Political events, including but not limited to:
 - Candidate forums
 - Campaign events
 - Meet-and-greets
 - Political party meetings
 - Town halls
 - Ballot-measure discussions
 - Advocacy events

All political events must meet the same requirements, pay the same fees, and be treated the same as any other user group.

3. Prohibited Uses

The following activities are not permitted in City facilities:

- Events that create a clear threat to public safety
- Events that would unreasonably disrupt City operations or scheduled programs
- Illegal activities
- Events that would include obscene, sexually explicit, or pornographic performances or materials
- Events that would include obscene, sexually explicit, or pornographic performances or materials
- Activities that violate fire code, capacity limits, alcohol policies, or facility rules

- Events misrepresented during the reservation process

No category is prohibited based on viewpoint (e.g., political party, ideology, candidate, or position on an issue).

4. Requirements for Political Events

To maintain neutrality and operational fairness, political event organizers must:

1. Comply with all standard rental fees, security requirements, and operational rules
2. Clearly disclose the event's purpose during the reservation process
3. Include the following disclaimer in event materials:

"This event is not sponsored or endorsed by the City of Whitehouse. City facilities are available for rental to the general public in accordance with the City's Facility Use Policy."

4. Ensure signage, campaign materials, or electioneering remain inside the rented space unless otherwise approved (consistent with election-law distance requirements when applicable)

5. Consistent Administration

City staff shall administer this policy in a neutral and uniform manner. Access decisions shall be based solely on compliance with facility rules, scheduling availability, and safety, not on the political views, affiliation, or mission of the renter.

6. Violations and Enforcement

If a renter misrepresents the nature of the event or violates this policy, the City may:

- Terminate the event
- Withhold deposits or fees as provided in the rental agreement
- Deny future reservations

7. Administrative Authority

The Parks & Facilities Director (or designee) is responsible for interpreting and enforcing this policy. Appeals may be submitted to the City Manager.