

# SMITH COUNTY THE HUB RENTAL RULES AND REGULATIONS

These rules are promulgated under the authority of Texas Local Government Code, Chapter 291.

- **Reservation Policy:**

Reservations for the Smith County R.B. Hubbard Center, “The Hub,” will be taken on a first come, first served basis.

- **Fees + Security Deposit:**

Fee for rental of The Hub, 304 E. Ferguson, is **\$150 per day with a \$100 refundable security deposit and must be paid in full to secure a reservation.** Standard rental period is for one (1) day, regardless of length of the event. No activities will be permitted to extend beyond **10 p.m.** unless, otherwise, approved in advance by Commissioners Court. County Facilities shall be returned to a condition substantially consistent with its condition prior to the use. Any damage or cleaning necessary to return the facility to such prior condition shall be the responsibility and the cost of the renter. The rental fee and security deposit may be paid at the same time in the form of cash, money order, or personal check to the Treasurer’s Office. A copy of the receipt will then need to be turned in to the Commissioners Court Office before the reservation can be secured. Rental fee and deposit may be waived for events sponsored by Smith County or hosted by a nonprofit organization with written approval from a County Official.

- **Rental Policies and Procedures:**

Applicants agree to abide by the following:

1. All rental applications are considered tentative and are therefore non-binding until all fees and deposits have been paid, and all conditions or other special permits pertaining to use of the Hub are met by the person or entity wishing to use said facility.
2. Renter must pay the rental fee and deposit (a) at least 60 days prior to the event or (b) at the time the reservation is made, if the application is submitted less than 60 days of the event. Reservations may be made up to one year in advance providing that all fees and deposits are paid.
3. Renter must pay deposit and rental fee at same time to the Smith County Treasurer’s Office, 200 E. Ferguson, Suite 402.
4. Renters can cancel the reservation anytime up until 30 days prior to the event. After that, the rental amount is non-refundable and is kept by the County. The deposit amount will be refunded even if the event is cancelled within the 30-day period.
5. In the event of an emergency, as determined in the sole judgment of the Commissioners Court, the County shall have the right to cancel scheduled activities or events.

6. The Hub may not be used for advertising, solicitation of sales, posting of signs, distribution of pamphlets, or to solicit donations for any purpose. (exceptions for nonprofits listed below)
7. Nonprofit organizations should be allowed to hold fundraising events at the Hub, but they must pay the full rental and deposit fees if they are charging for admission, getting sponsors, or raising funds during the event. If it is simply a nonprofit meeting or event where no fundraising activities are going on and no charges are levied on attendees, the nonprofits should be able to use the Hub without the rental charge and without providing a deposit fee (with the approval of Commissioners Court). However, if they leave the property in a state that would have otherwise caused Smith County to retain a deposit, then Smith County will send them a bill for \$100.
8. The Commissioners Court shall consider the safety, health, and welfare of persons, and the security, preservation, and orderly use of the Hub as criteria for the granting of a rental permit. All applicable county ordinances, rules and regulations will be in effect. This includes, but is not limited to, the requirement that a special function permit be obtained for certain activities.

- **Building Rules:**

1. The use of tape, adhesives, nails, tacks, staples, etc., is **NOT** permitted on the walls or bench to secure decorations. All decorations must be removed prior to leaving the Hub.
2. Building capacity of 275 people may not be exceeded for any reason. No additional furniture will be allowed in the Hub, and furniture is not to be removed from the Hub at any time.
3. Applicant shall leave the Hub in a clean and satisfactory condition upon conclusion of the activity. Brooms and dust pans are available for renters to use. All trash (including trash from restrooms) shall be placed in appropriate cans or dumpsters, with any overages placed in securely tied plastic bags placed next to the can or dumpster. (There is a dumpster behind the neighboring Veteran Services Office).
4. Duplication of keys is not permitted.
5. With the exception of service animals, no animals will be permitted in the building.
6. The sale or consumption of alcohol is prohibited at the Hub unless approved in writing by the office of the Commissioners Court. If alcohol is permitted, a security guard is required. Gambling or games of chance are not permitted at the Hub.

- **Applicant Agreement:**

Applicant shall agree to hold the County harmless and indemnify the County against any and all claims or liability for any loss, damage, or injury arising out of or relating to applicant's use of the Hub, as more fully set forth in the Facility Rental.

**Failure to follow rules and regulations may result in removal from the Hub and may be punishable by law.**

# Application for use of Smith County R.B. Hubbard Facility

\*\*\*No Automatically Reoccurring Events\*\*\*

All applications must be submitted to Commissioners Court staff and approved with rental fee and deposits paid before being scheduled. Please submit application via email to Nicole Edwards at 903-590-4605 or [nedwards@smith-county.com](mailto:nedwards@smith-county.com). Upon reservation approval, fee and deposit should be presented to the Smith County Treasurer’s Office, 200 E. Ferguson, Suite 402, and a receipt of payment presented to the Commissioners Court Office, 200 E. Ferguson, Suite 100.

All applications to rent The Smith County R.B. Hubbard Center, “The Hub,” 304 E. Ferguson, will be considered on an individual basis.

**Rental fee is \$150 Per Day + \$100 refundable deposit.**

<b>Name of Event:</b>	
<b>Date of Event:</b>	
<b>Time Event Starts:</b>	
<b>Time Event Ends:</b>	
<b>Estimated Number of People In Attendance:</b>	
<b>Name of Organization Planning Event:</b>	
<b>Contact Person for Event:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	
<b>Date of Application Submission:</b>	

**Event Description:**

**Special Requests (Such as Information Technology Needs):**

**Reservation Procedures and General Policies:**

- a) Reservations for use of County facilities will be reviewed on a first come, first served basis.
- b) Equal access shall be given to all County-related groups and individuals applying.
- c) The frequency with which one group may utilize the County facility is at the discretion of the County.
- d) The County retains the right to refuse requests for use of space or to cancel reservations before or while they are in effect if these policies are not complied with or if the space requested is needed for governmental functions.
- e) Reservations are not accepted more than 1 year in advance of the scheduled event.
- f) Permission to use County facilities shall not, in any way, constitute an endorsement of the group or individual, or their policies and activities.
- g) Smith County retains the right to amend the requirements and policies for use of the County facility at any time, or by any group.
- f) All IT requests must be submitted to the Smith County Commissioners Court Office no less than three business days prior to the event.
- h) A request form for chair/table set up must be submitted one week prior to the event. If set up is not available prior to event, Renter will be responsible for setting up his/her own tables and chairs for the event.
- i) Renter is responsible for disposal of all trash generated by their event and for returning the site to its original condition.
- j) Applicant shall agree to hold the County harmless and indemnify the County against any and all claims or liability for any loss, damage, or injury arising out of or relating to applicant's use of the HUB.

I \_\_\_\_\_, **have read the Reservation Procedures and General Policies and agree to comply with the regulations set forth by the County of Smith, Texas.**

\_\_\_\_\_  
**Signature of applicant**

<p><b>For County Use Only:</b></p> <p>Is this a county sponsored event? Yes __ No__</p> <p>Department/Elected Official Hosting _____</p> <p><input type="checkbox"/> Fee Waived</p> <p><input type="checkbox"/> Application Approved</p> <p><input type="checkbox"/> Application Denied</p>
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# R.B. Hubbard Facility Renter's Checklist

- Submit reservation application to Smith County Commissioners Court Office for approval. When approval received, submit rental fee of \$150 and deposit of \$100 to Treasurer's Office, 200 E. Ferguson, Suite 402. When payment is made, submit receipt to Commissioners Court Office, 200 E. Ferguson, Suite 100.
  
- **For events taking place outside of normal business hours:** For events that fall outside of 8 a.m. and 5 p.m., Monday through Friday, Renter is responsible for arming/disarming the alarm system and securing the building. Contact Nicole Edwards in the Smith County Commissioners Court offices, located in the Smith County Courthouse Annex (903-590-4605) to reserve a key and alarm code for your event.
  
- Chairs and tables are available for use by patrons of the Hub. Renter may set up tables and chairs as needed for their event. If you wish to arrange assistance from the Facilities Services Office to set up tables and chairs prior to your event (if available), you must make the request one week in advance. The Hub includes 12 large round tables that sit up to 8 chairs each, six 8-foot rectangular tables and three 6-foot rectangular tables.
  
- **Technology needs:** Please bring any presentation materials pre-loaded on a laptop or flash drive. See "Hub Presentation Specifications" for more details.
  
- **Parking:** During your event, please utilize the Jury Parking Lot located directly across Ferguson Street from the facility (unless your event is during jury duty hours Monday through Wednesday).
  
- **Following your event** please: (1) dispose of trash in proper receptacles (dumpster behind Veteran Services Office), (2) set alarm, (3) lock doors (if outside of County business hours), and (4) return the key to the Commissioners Court offices on the next business day.
  
- If the condition of the building at the conclusion of an event warrants the refund of a deposit, Commissioners Court staff will contact the Renter when the refund is ready to be picked up.



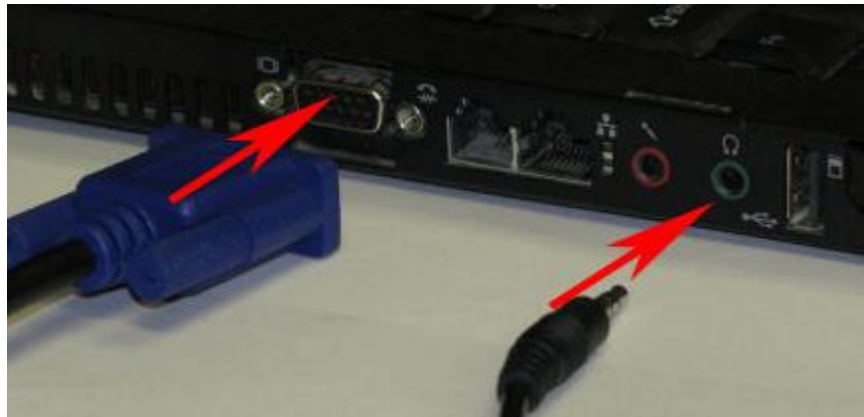
# HUB Presentation Specifications

A laptop is needed to work with Windows PowerPoint versions 2003 or higher. Wireless internet is currently provided at the Hub.

Three wireless handheld microphones are available. There are also 4 television displays and a projector that is stationary.

## Personal Equipment

We prefer that you bring your own laptop. If a laptop is brought in, it must be running Windows XP or higher and be equipped with a standard 3.5mm audio jack and VGA port.



To connect to our wireless projection system the laptop must have wireless internet capabilities. **Our wireless audio system does not work with Apple/Mac operating systems.**

Detailed instructions on video/audio hook ups are available at The Hub.