



Civic Center Complimentary Use Request Form

COMMUNITY USE PROVISIONS

Community use provision applies to entities which share the City’s common goals of provision of services to enhance the quality of life of Rosenberg residents, who are located within the City Limits, and/or entities which hold and provide copies of active tax-exempt designations generally described under section 501(c)(3) of the Federal Tax Code, and which provide direct services to the Rosenberg community. Those who meet such criteria shall enjoy use of rooms at the RCC for no fee during Business/Regular Hours, or for a discounted after-hours rate of one-half the after-hours room rental fee, Monday through Thursdays with no minimum rental hours required.

Community use can be applied up to a **maximum of one use per month**, with schedules subject to management approval, so long as: events are **booked at least 30 days out, and no more than 12 months out**, do not interfere with other bookings (City or paid), can be accommodated with available equipment; and should significant set up be required that is unable to be facilitated due to other RCC staff constraints, the entity requiring use must provide the necessary assistance to set up the room for complimentary use.

All reservations are based on availability. Requests for use of the RCC under the community use provision must be made via the **Complimentary Use Request Form** and copies of Federal tax-exempt 501(c)(3) designations must be provided with request. Staff will make every effort to notify applicant within five (5) business days of request, regarding decision about whether it can be honored. Alcohol security fees will apply if entity chooses to serve alcohol during event. A damage deposit will be required. Questions regarding requests for Community Use of the Civic Center should be directed to the Civic Center Manager at 832-595-3520.

Name of the Event: _____

Entity requesting use of Center: _____

Authorized Representative Name, Title: _____

Contact Phone Number: _____

Contact Email: _____

Organization Mailing Address: _____

Is your organization located within Rosenberg city limits? Yes No

Is your organization a federally designated 501(c)(3)? _____

If so, please attach a copy of your designation certificate with this request.

What is your organization’s purpose? _____

Do you provide direct services to or enhance the quality of life of the citizens of Rosenberg, and if so, how?

Has your entity used the Civic Center previously, and if so, for what type of functions?

Complete usage request chart.

Request Number	Date	Time	Number of Attending	Room Preference	A/V Required
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Additional Add-on Fees:

- Audio/Visual: \$50** for Main Hall, B, C or Multimedia Rooms.
- Stage: \$200** no bands allowed on stage. DJ is permitted Stage is 24 ft. X 8 ft. Only offered for Main Hall, B or C.
- Damage Deposit. Ranges from \$50 - \$250** depending on room and time of rental. Refundable if there are no damages to the Rosenberg Civic Center.

Customer Signature: _____

Date: _____

Staff Use Only:

Approvals:

X: _____
Civic Center Manager

Date: _____

X: _____
Communications Director

Date: _____