



## Moody Civic Center Meeting Rooms & Multipurpose Gym FAQ's

### **What's included in my Room Rental?**

Each room comes equipped with a projector, screen, tables, chairs, trash cans & bags. We also set up your tables & chairs for your event.

### **Do I get to come in earlier than my 4hrs or stay later than my 4hrs to Decorate/Cleanup?**

No, your decorating & clean up time is part of your 4hrs rental. However If we do not have another event in your room BEFORE your event, we may be able to allow you to get here 15 mins earlier to decorate. But there isn't any way to stay over later for cleanup without paying the extra \$100 for extended hours.

### **Am I allowed to decorate?**

You are responsible for all decorations. The **ONLY** thing you can use to hang anything on the wall is blue painters tape. The use of any other tape, staples, stick pins, command strips or velcro on any wall or door is strictly prohibited. Please see Civic Center Manager for acceptable alternatives for hanging decorations. The use of confetti, bird seed, rice, or other similar items is prohibited. Candles are allowed on tables as long as they are enclosed in glass or metal containers extending at least 3" above the flame.

### **Am I allowed to bring in outside Food & Beverage?**

You are allowed to bring in outside "finger foods" without using a Preferred Caterer as long as the food doesn't require any heat. Heat is defined as any warming device that plugs into the wall, heats up or has fire underneath. Client agrees to select a caterer from the MCC Preferred Caterer List and B&B Bartending IF they are serving any food that requires heat or serving alcohol. Client will contact caterer directly.

### **What do I need to do in order to ensure I get my deposit back?**

You are responsible for leaving the facility in the same manner in which you found it. You're responsible for the removal of garbage, boxes etc. We have a large dumpster behind our facility for you to use. Brooms will be provided. Your \$100 Security Deposit will be forfeited if you do not take your trash out to the dumpster.

### **Can the kids go play in the gym during my event?**

No, the two gyms, walking track, racquetball courts & workout room are membership areas only. Also they are not permitted to run and/or behave in a disruptive or dangerous manner while on the premises of the Facility, this includes the front lobby. They need to remain in the rented area.

### **How does payments and my security deposit work?**

The Security Deposit is due at the time of booking to reserve your room rental & does not go towards your Rental Rate. The remaining balance is due seven (7) business days prior to the event. Deposits will be refunded via check from the City of Moody within ten (10) business days from your event.

**Can we only rent a room during normal business hours?**

No, rentals hours are NOT the same as the Civic Center hours. We rent in 4hr & 8hr increments for our Meeting Rooms and all day rental for the Multipurpose Gym. Monday-Thursday 6am-9pm, Friday & Saturday 6am-11pm, Sunday 1-9pm.

**Can I have Alcohol?**

Yes, the Moody Civic Center has specific guidelines for the sale and distribution of alcoholic beverages. All events with alcohol must utilize the services of the Civic Center’s Licensed Alcohol Vendor, B&B Bartending. **Alcohol will only be allowed inside meeting rooms provided for the event & will not be permitted in any other areas of the building or in the parking lot.** All events with alcohol are required to have a Moody Police Officer on duty for the duration of the event. The Officer(s) will be booked by the MCC at a rate of \$30 per hour for a minimum of 4 hours. Alcohol will only be served during the following hours: Monday – Friday after 5 pm and weekends after 12 noon. No outside alcohol may be brought onto the premises.

**What about a Band and DJ?**

You can have a band and/or DJ, however they must provide their own equipment, ASCAP/BMI License, meet with the Civic Center Manager prior to the event and adhere to all rules of the facility. The event space is equipped with power & water-based smoke machines are not allowed in any room. Band/DJ are ONLY allowed in our Multi-Purpose Gym or in our Meeting Room Suite during after-hours only. They are NOT allowed in Meeting Room 1, 2 or 3.

**Where do my quests enter the building?**

All enter through our main doors at the front of the building. We do have an end door, however this door is not accessible. Our end door is used as an emergency exit only. There are times when our front desk staff let you in and out that door to load/unload decorations. Failure to use the main doors due to security may forfeit your security deposit.

**For more information:**

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