

The Woodlands Township Recreation Center Rental Procedures and Fees

To inquire about availability or to reserve a room, call or visit the recreation centers listed below.

The Recreation Center at Rob Fleming Park

6464 Creekside Forest Drive
The Woodlands, Texas 77389

Hours

Monday - Thursday: 7 a.m. to 8 p.m.

Friday: 7 a.m. to 6 p.m.

Saturday: 8 a.m. to 6 p.m.

Sunday: Closed

281-516-7348

recreation@thewoodlandstownship-tx.gov

The Recreation Center at Bear Branch Park

5310 Research Forest Drive
The Woodlands, Texas 77381

Hours

Monday - Thursday: 7 a.m. to 8 p.m.

Friday: 7 a.m. to 6 p.m.

Saturday: 8 a.m. to 6 p.m.

Sunday: Closed

281-210-3950

recreation@thewoodlandstownship-tx.gov

Reservation Timeline

Reservations can only be made in accordance to the schedule listed below.

First Date Requests Can Be Submitted

2nd Monday in December

2nd Monday in April

2nd Monday in August

Reservation Timeframe

January 1 to May 31

June 1 to August 31

September 1 to December 31

Refunds and Cancellations

Facility Rentals during Open Hours

10 or More Days Prior to Rental

- Full monetary refund (minus \$5 transaction fee) back to credit card or check refund. Check refund may take up to three weeks.

1 to 9 Days Prior to Rental

- No monetary refund. Full amount applied as a credit to Township account for future use. *Must be at least 24 hours prior to reservation start time to receive credit.*

Day of Rental

- No Refunds

Facility Rentals - Afterhours

30 or More Days Prior to Rental

- Full monetary refund, including deposit (minus \$5 transaction fee) back to credit card or check refund. Check refund may take up to three weeks.

29 to 10 Days Prior to Rental

- No deposit refund. No monetary refund. Full amount applied as a credit to Township account for future use.

Less than 10 Days Prior to Rental

- No Refunds

Policies and Procedures - All Facility Rentals

Set Up and Break Down

Reservation times must include time for set up and clean up. Storage of supplies or deliveries to the site outside of reservation times is not permitted unless prior approval by the center manager.

Tables and Chairs

Tables and chairs are limited to inventory per room and subject to availability. **Set up and breakdown of tables and chairs is the responsibility of the permit holder.**

Trash

Trash cans are located throughout the facility. **The permit holder is responsible for disposing of all trash** generated during their rental by emptying the trash cans into the dumpster outside the facility.

Signage

Signage is not permitted outside of the facility during open hours. Directional signs must be approved prior to placement in the building. After-hours rentals may place signage outside the facility if approved in advance but may not be located on the street right of way.

Parking

Adequate parking is provided at both locations. Requesting adjacent lots requires approval by the center manager.

Audio/Visual Equipment (AV)

The working condition of any AV equipment in the rental space cannot be guaranteed available during your reservation. To request use of AV equipment, please set up a meeting with the center manager. Please note that The Woodlands Township Wi-Fi does block access to certain websites/apps including Google docs/slides. It is strongly suggested to confirm accessibility by visiting the site before your event for a test run.

Admission Fees/Fundraising/Sales

Rentals wishing to charge admission, fundraise or host any sales are only permitted afterhours.

Advertising

Rentals advertising to the public are only permitted after hours.

Attendance

The number of people per room is determined by fire code. Please see the attached room capacities. Reservations exceeding 150 people may be restricted to after-hour rental only.

Alcohol

Alcohol is permitted for after-hour reservations only. Alcohol cannot be dropped off during open hours. Two (2) security officers must be present for the full event. **Officers must be present from the time alcohol arrives until reservation concludes, including clean up time.**

Inflatables/Catering/Vendors

Inflatables are not permitted indoors. Water inflatables are not permitted. Permit holder must provide proof of insurance for all vendors, listing The Woodlands Township, 2801 Technology Forest Drive, The Woodlands, Texas 77381, as additionally insured for \$1,000,000.00 of coverage.

Kitchen Access

The Kitchen and Staff Only areas are not included with reservations. Rentals are required to bring ice, water and all supplies needed for the reservation. Permit holders should notify catering vendors there is no kitchen access.

Policies and Procedures - All Facility Rentals

Amplified Sound

All amplified sound must be approved and must be kept at a reasonable sound level. Limitations on hours permitted and timeframe do apply. Bands and DJ's are not allowed indoors during open hours.

Meeting

Any meeting held must comply with The Woodlands Township Meeting Policy.

Political

Community groups with political affiliations are permitted to meet provided they are not engaging in campaign promotion. Candidates cannot be on site and no fundraising or donations allowed.

Policies and Procedures - Afterhours

- A \$200 deposit is required for any after-hours reservation. **Reservations are not confirmed until reviewed by center manager** and make take 7 to 10 business days to review your reservation request.
- The deposit will be held until after the reservation concludes and will not be applied to the rental fee. The deposit will be refunded within five (5) business days after the event conclusion given all conditions were met.
- If the reservation is not approved, the \$200 deposit will be refunded and the reservation removed.
- If approved, the reservation holder must pay the full rental fee within five (5) business days of notification.
- There is a 3-hour minimum to host an after-hour rental.
- After-hour reservations must vacate the campus by midnight.

Open Hours

The facility will remain open to the public during regular business hours. Access to the fitness room, activity rooms, kitchen, lobby, hallway and building exits may not be restricted in any way. Rental of the facility includes the use of the rented rooms and restrooms only. **No access to Kitchen or Staff Only areas.**

The Recreation Center at Bear Branch Park - Indoor

<p>Damage Fee - to be charged when reservation results in damage to the room, building or equipment.</p>	<p>The actual cost to repair the damage plus an additional 15% will be assessed.</p>
<p>Cleaning Fee - to be charged when additional cleaning is necessary to return the room to its original condition, including but not limited to, properly putting away tables and chairs, taking out trash, or additional cleaning as required.</p>	<p>The deposit will be kept, in part or full, related to the scope of cleaning required. If deposit not required, additional charges will apply.</p>
<p>Late Fee - Reservation time includes set up and breakdown.</p>	<p>If the permit holder is still cleaning or hosting their rental ten (10) minutes past the reservation time, the permit holder will be charged an additional full hour rental for the space. If rental extends past open hours, the afterhours rate applies.</p>

The Recreation Center at Rob Fleming Park - Indoor

Room Name	Max Capacity	Fee (per hour)	Tables/Chairs
Brady Hall (4,565 sq ft)	300	\$75/Resident \$150/Non-Resident	30 round tables, 160 chairs 8, 6-ft tables 5, 8 ft tables
Hickory Room (800 sq ft)	40-50	\$40/Resident \$80/Non-Resident	3 round tables, 32 chairs 4, 6-ft tables 2, 8 ft tables
Cypress Room (900 sq ft)	40-50	\$40/Resident \$80/Non-Resident	3 round tables, 32 chairs 4, 6-ft tables 2, 8 ft tables
Full Facility (After-hours; indoor)	580	\$200/Resident \$400/Non-Resident \$200 Deposit	36 round tables, 224 chairs 16, 6-ft tables 9, 8 ft tables

The Recreation Center at Rob Fleming Park - Outdoor

Room Name	Max Capacity	Fee (per hour)	Tables/Chairs
Outdoor Classroom	30-40	\$20/Resident \$40/Non-Resident	-
Outdoor Amphitheater	100+	\$40/Resident \$80/Non-Resident	-
Outdoor Treehouse	20	\$20/Resident \$40/Non-Resident	2, 6-ft tables 6 chairs
Outdoor Treehouse overnight fee (Overnight 6 p.m. to 8 a.m.)	20	\$50/Resident \$100/Non-Resident	2, 6-ft tables 6 chairs
Field 1 (Peak Times)	-	\$20/Resident \$60/Non-Resident Light Fee: \$30	-
Field 1 (Non-Peak Times)	-	\$15/Resident \$45/Non-Resident Light Fee: \$30	-
Outdoor Patio	-	\$20/Resident \$40/Non-Resident	-

The Recreation Center at Bear Branch Park - Indoor

Room Name	Max Capacity	Fee (per hour)	Tables/Chairs
Gym (4,400 sq ft)	300	\$50/Resident \$100/Non-Resident	4, 6-ft tables 40 chairs
Live Oak Room (1,100 sq ft)	70	\$30/Resident \$60/Non-Resident	8, 6-ft tables 30 chairs
Magnolia Room (600 sq ft)	45	\$20/Resident \$40/Non-Resident	6, 6-ft tables 6 chairs
Mulberry Room (234 sq ft)	15	\$10/Resident \$20/Non-Resident	2, 6-ft tables 10 chairs
Sycamore Room (234 sq ft)	15	\$10/Resident \$20/Non-Resident	Conference table 8 chairs
Full Facility (Afterhours; Indoor)	445	\$150/Resident \$300/Non-Resident \$200 Deposit	20, 6-ft tables 100 chairs

The Recreation Center at Bear Branch Park - Outdoor

Room Name	Max Capacity	Fee (per hour)	Tables/Chairs
Outdoor Covered Basketball Court (Full Court)	-	\$35/Resident \$70/Non-Resident	-
Outdoor Covered Basketball Court (Half Court)	-	\$20/Resident \$40/Non-Resident	-
Covered Multi-Use Court	-	\$35/Resident \$70/Non-Resident	-
Skate Park	-	\$75/Resident \$100/Non-Resident	-