



Roanoke Recreation Center Facility Reservations

The Roanoke Recreation Center has several rooms available for meetings, birthdays, seminars, and more. We encourage any potential user to come by and visit the rooms to get a better idea of the room, the size, and to check available dates for your event. The Roanoke Recreation Center is located at 501 Roanoke Road, Roanoke, TX 76262.

The following information will help answer any frequently asked questions about using the Roanoke Recreation Center as rental space. For more information please contact 682.549.1432 or email moconnell@roanoketexas.com.

Where and when can I make my reservation?

All rentals may be made in person at the Roanoke Recreation Center. Rentals must be booked a minimum of two weeks in advance. Reservations can be placed during the normal business hours but are subject to availability.

How much do I pay at the time of the reservation?

A \$250 security deposit and at least half the cost of the rental is required at the time of reservation. The security deposit is a separate fee and does NOT apply towards the rental fees. If there are no damages to report to the room(s) rented, and all policies and check-out procedures have been followed, the security deposit will be returned within 7 to 10 business days.

When is my reservation balance due?

Complete and full payment of rental(s) must be completed 3 days PRIOR to the scheduled rental. Any cancellation must be made 3 days prior to the rental, a \$25 cancellation fee will be charged. Full reservation payment and security deposit will be charged to the reservation holder if cancellations are not received prior to 3 days before the first rental date.

Am I responsible for set-up and clean-up?

The user is responsible for all room rental set-up and clean-up. Set-up and clean-up needs to be included in your rental time. Please allow ample time for both set-up and cleaning. Cleaning supplies are provided. All trash must be taken to the facility's outdoor dumpster upon check-out. Not cleaning up and checking out with staff after your rental will cause for no refund of security deposit to occur.

Is the gym available for rental?

Limited gym times are available for rent due to programming, leagues, and special events. ONLY athletic activity (basketball, volleyball, etc.) are allowed during gym rentals. Other extracurricular activities, such as dances or parties will be up to the discretion of the reservation coordinator. Please call more than two weeks in advance for gym rental availability.

Are there chairs and tables available in the room?

Each room available for rental comes with a standard number of chairs and tables. If additional chairs or tables are needed beyond the standard number additional fees per piece may be charged. All tables are six foot rectangular tables.

Is there kitchen space available?

There is kitchen space available in the upstairs classroom. In addition, users will have use of the sink, refrigerator, microwave, and oven. All users will be responsible for their clean-up of all upstairs amenities, including countertops, sink, trash, etc.

Can we use more than one room the day of our rental?

User is only permitted to use the areas which are designated on the written rental contract. Children shall be supervised at all times and remain with the user group.

Can we rent after the facility closes?

After hour rentals are not available at this time.

Amenities	Square Feet	Seating w/Tables	Seating w/o Tables	Room Fee	Deposit
½ Class Room	305	25	35	\$25/hr Resident	\$250
				\$30/hr Non-Res	\$250
Full Class Room	610	40	60	\$50/hr Resident	\$250
				\$60/hr Non-Res	\$250
One Court	6000	n/a	n/a	\$50/hr Resident	\$250
				\$100/hr Non-Res	\$250
Gymnasium	12000	n/a	n/a	\$100/hr Resident	\$250
				\$150/hr Non-Res	\$250