2026-2027

SCHERTZ CIVIC CENTER RENTAL GUIDE

The City of Schertz Civic & Community Centers



CIVIC & COMMUNITY CENTERS

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Grand Ballroom


Bluebonnet Hall


Community Center


North Center



Capacity: 450

- Banquet/Luncheon: 400 (Round Tables w/ Chairs)
- Banquet w/ Dance Space: 320 (Round Tables w/ Chairs)
- Classroom: 270 (Rectangular Tables w/ Chairs Facing Presenter)
- Theatre: 450 (Chairs Only, Facing Presenter)
- Exhibit/Fair: 300 (Rectangular Tables & Minimal/No Chairs)

GRAND BALLROOM

Located at Schertz Civic Center | Building #5

7200 sqft | 450 Capacity

Wood floors, tall ceilings, and a contemporary atmosphere make this 7,200 sq ft. facility perfect for special events. **A Caterer's Kitchen, Tables, and Chairs are included in the Grand Ballroom rental.**

In addition to being the ultimate special events space, the Grand Ballroom is optimal for large corporate meetings and training sessions. The ballroom can divide into four separate meeting rooms ranging from 750 square feet to 2,300 square feet.
See Cut-Off Hall & Conference Hall (page 2) for details.

We Offer Two Rental Types: **Half Day** (7am-3pm) **or** (4 pm-12am) & **Full Day** (8am-11pm)

Ballroom Rental	**Half Day** (7am-3pm) **or** (4 pm-12am)	**Full Day** (8am-11pm)
Mon-Thurs	$400	$750
Friday	$1,200	$1,900
Saturday	Full Day Rental Only	$2,200
Sunday	$600	$1050



Rental includes tables and chairs

Ballroom Optional Ancillary

Audio Visual Package	$150
Wireless Microphone	$50
Private Changing Suite	$150
LED Portable Bar	$150
Cocktail Tables (5)	$50
Beverage Ice Tub	$75
LED Uplighting (10)	$150
Decorative Easel	$25
Podium	$25
12 x 16 Stage	$200
Coffee Service (per 50)	$75

A Reservation Fee of $200 is due at the time of a lease agreement. It is non-refundable. A credit card authorization will also be kept on file.



Ballroom Package: Room Rental, Kitchen, Private Suite, Tables, Chairs, A/V, LED Bar, Easels, Cocktail Tables, Beverage Tub, Unlimited Ice, Uplighting

Friday	$2,700
Saturday	$3,000
Sunday	$1,850

Mon-Thur or Half-Day: See Staff for Details

CUT OFF HALL

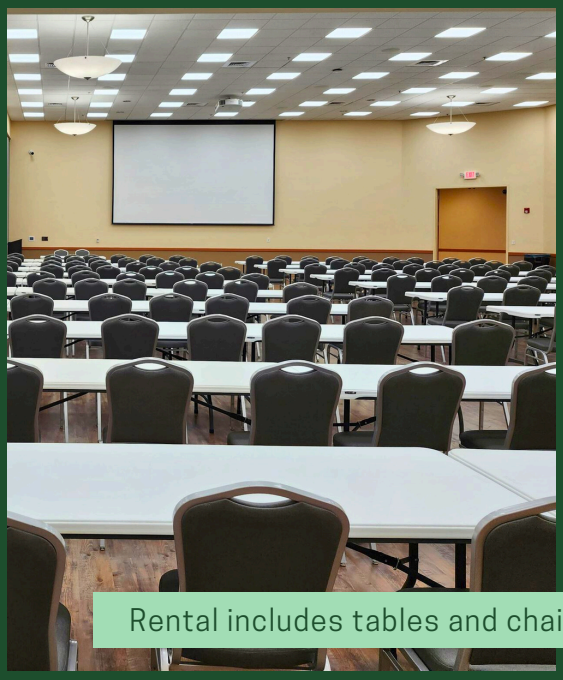
Partial Ballroom Rental

Capacity: 200

- Banquet/Luncheon: 200 (Round Tables w/ Chairs)
- Banquet w/ Dance Space: 160 (Round Tables w/ Chairs)
- Classroom: 200 (Rectangular Tables w/ Chairs Facing Presenter)
- Theatre: 200 (Chairs Only, Facing Presenter)

4,200 sqft | 200 Capacity

For events that do not require as much seating, the Cut-Off Hall boasts all of the ballroom amenities and has a capacity of 200 people. You can dance the night away or host a meeting in this more intimate setting. The Cut-Off Hall can also be divided into two smaller rooms, approximately 2,100 sqft.



Rental includes tables and chairs

We Offer Two Rental Types: **Half Day** (7am-3pm) **or** (4 pm-12am) & **Full Day** (8am-11pm)

Cut-Off Hall Rental	**Half Day** (7am-3pm) **or** (4 pm-12am)	**Full Day** (8am-11pm)
Mon-Thurs	$275	$575
Friday	Full Day Rental Only	$1,575
Saturday	Full Day Rental Only	$1,775
Sunday	Full Day Rental Only	$825

CONFERENCE HALL

Partial Ballroom Rental

Capacity: 150

- Banquet/Luncheon: 150 (Round Tables w/ Chairs)
- Classroom: 150 (Rectangular Tables w/ Chairs Facing Presenter)
- Theatre: 150 (Chairs Only, Facing Presenter)

3000 sqft | 150 Capacity

Our Conference Hall can comfortably accommodate 150 seated guests. Additionally, it can be divided in to 2 or 3 breakout rooms for training sessions or a small conference. This hall also makes an excellent ceremony space, when broken out from the ballroom.



Rental includes tables and chairs

We Offer Two Rental Types: **Half Day** (7am-3pm) **or** (4pm-12am) & **Full Day** (8am-11pm)

Conference Hall Rental	**Half Day** (7am-3pm) **or** (4 pm-12am)	**Full Day** (8am-11pm)
Mon-Thurs	$175	$325
Friday	Full Day Rental Only	$550
Saturday	Unavailable	Unavailable
Sunday	Full Day Rental Only	$550

Most Ballroom ancillary items are available for the Conference and Cut-Off Halls, ask staff for details.



Capacity: 120

- Banquet/Luncheon: 120 (Round Tables w/ Chairs)
- Banquet w/ Dance Space: 96 (Round Tables w/ Chairs)
- Classroom: 87 (Rectangular Tables w/ Chairs Facing Presenter)
- Theatre: 120 (Chairs Only, Facing Presenter)

BLUEBONNET HALL

Located at Schertz Civic Center | Building #5

2500 sqft | 120 Capacity

The Bluebonnet Hall is ideal for more intimate social events and can accommodate up to 120 people. This versatile space boasts wood floors and adjustable lighting and it's **rental includes a Caterer's Kitchen, Tables, and Chairs.**

While it serves as an excellent meeting or training space for smaller groups, and HOA's, the Bluebonnet Hall is also an elegant overflow space for the Grand Ballroom, suitable for cocktail hour or a ceremony space.

We Offer Two Rental Types: **Half Day** (7am-3pm) **or** (4pm-12am) & **Full Day** (8am-11pm)

Bluebonnet Hall Rental	**Half Day** (7am-3pm) **or** (4 pm-12am)	**Full Day** (8am-11pm)
Mon-Thurs	$275	$525
Friday	$375	$600
Saturday	Full Day Rental Only	$850
Sunday	$375	$600



Rental includes tables and chairs

Bluebonnet Optional Ancillary

Audio Visual Package	$150
Wireless Microphone	$50
Private Changing Suite	$150
LED Portable Bar	$150
Cocktail Tables (5)	$50
Beverage Ice Tub	$75
LED Uplighting (10)	$150
Decorative Easel	$25
Podium	$25
Coffee Service (per 50)	$75

A Reservation Fee of $100 is due at the time of a lease agreement. It is non-refundable. A credit card authorization will also be kept on file.



Bluebonnet Package: Room Rental, Kitchen, Tables, Chairs, A/V, LED Bar, Easels, Cocktail Tables, Beverage Tub, Private Suiite, 80 lbs Ice, & Uplighting

Friday	$1,050
Saturday	$1,400
Sunday	$1,050

Mon-Thur or Half-Day: See Staff for Details

COMMUNITY CENTER

1400 Schertz Pkwy, Schertz, TX 78154 Building #3

3000 sqft | 150 Capacity

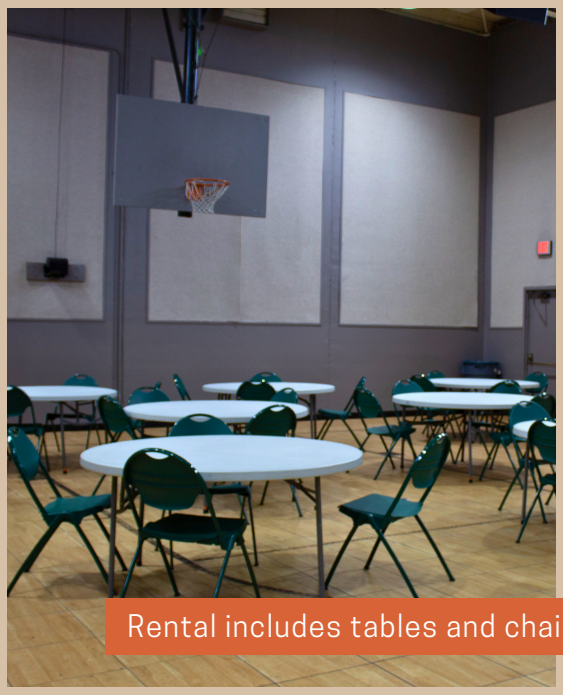
The Community Center has a true recreational feel: a sport court floor, tall ceilings, and kitchenette with pass-through service. This self-serviced facility has a capacity of 150 people and is perfect for birthday parties, and other festive occasions.

Community Center Rental		
Mon-Thurs	$50/Hour, Min 4 Hours	$475 Max

Fri, Sat, Sun AM	8 am - 3 pm	$300
Fri, Sat, Sun PM	4 pm - 11 pm	$300
Fri, Sat, Sun Full Day	8 am - 11 pm	$475

Capacity: 150

- Banquet/Luncheon: 150 (Round Tables w/ Chairs)
- Banquet w/ Dance Space: 128 (Round Tables w/ Chairs)
- Classroom: 105 (Rectangular Tables w/ Chairs Facing Presenter)
- Theatre: 150 (Chairs Only, Facing Presenter)



Rental includes tables and chairs

Self Service Optional Ancillary

Screen & Projector | $75

Microphone & Speaker | $75

Podium | $25

A $200 Refundable Deposit is required at the time of booking the North or Community Center.

NORTH CENTER

3501 Morning Drive, Schertz, TX 78108

2000 sqft | 80 Capacity

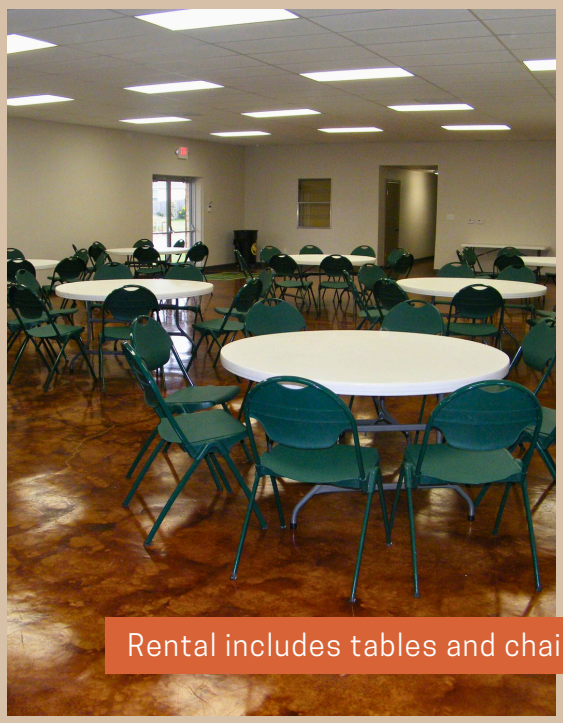
The North Center is a self serviced building located in Northern Schertz. It accommodates small gatherings and celebrations and has a capacity of 80 people. Stained concrete floors and a partial kitchen ensure your event will be a success.

North Center Rental		
Mon-Thurs	$25/Hour, Min 3 Hours	$375 Max

Fri, Sat, Sun AM	8 am - 3 pm	$250
Fri, Sat, Sun PM	4 pm - 11 pm	$250
Fri, Sat, Sun Full Day	8 am - 11 pm	$375

Capacity: 80

- Banquet/Luncheon: 80 (Round Tables w/ Chairs)
- Banquet w/ Dance Space: 72 (Round Tables w/ Chairs)
- Classroom: 63 (Rectangular Tables w/ Chairs Facing Presenter)
- Theatre: 80 (Chairs Only, Facing Presenter)



Rental includes tables and chairs

Your reservation time includes set up and clean up time, please keep this in mind when booking.

FREQUENTLY ASKED QUESTIONS

Q. What is required to make a reservation?

A. Civic Center: Ballroom, Cut-Off Hall, Conference Hall, Bluebonnet Hall: A non-refundable reservation fee and a signed lease agreement are required. The reservation fee goes towards the balance of the event. Additionally, a credit card will be kept on file for oustanding balanaces or post-event fees.

A. Community Center and North Center: An online signed agreement and refundable deposit are require to book. The deposit is refunded post-event as long as all guidelines and lease requirements are met.

Q. Can we serve alcohol?

A. Alcohol may be served in accordance with TABC regulations. We are not a BYOB facility, you must have a TABC licensed bartender to serve adults at your event, & security is required. View our full policy & associated fees

Q. Do you offer any discounts?

A. We currently offer the following discounts which can be applied towards a full day room rental: Schertz Residents (20%), Military (15%), Non-Profit (15%). Discounts do not apply to ancillary items.

Q. What's included in the North Center partial kitchen?

A. The North Center Kitchen includes a refrigerator with freezer, 3-compartment sink, stainless steel prep table, and a microwave. You are welcome to bring warming chafers and sternos, the kitchen is not suited for cooking.

Q. What kind of decorations do you provide?

A. We do not offer decorations or table cloths for rent. You are welcome to decorate your rented space within city policy. See Decoration Restrictions & Clean Up Requirements for more information.

Q. Do you allow outside vendors?

A. We have an open vendor policy. All caterers shall obtain and maintain all applicable permits and certificates required by the City and State and shall comply with all City and State laws. Lessee/Caterer must furnish Civic Center with a copy of required licenses and permits a minimum of 30 days in advance of the event date. All vendors must supply the City of Schertz with a Certificate of Insurance as shown in our lease agreement.

Q. Can we have a food truck?

A. Food trucks are allowed. They must hold a valid food permit with the State of Texas and are required to have an adequate fire extinguisher on hand. Food trucks must be parked in an area designated by the Civic Center staff.

Q. What does the AV Package include? (Ballroom, Bluebonnet Hall, Cut Off Hall, Conference Hall)

A. The AV package includes use of the in house Projector, Screen, Piped Audio, (1) Wireless Microphone, & Podium

Q. What does Self-Service Rental mean? (Community Center and North Center)

A. The Community and North Centers will have tables and chairs provided and the renter is responsible for setting the room to their preference and then resetting the room as it was found.

Q. What is the Cancellation Policy?

A. Civic Center: Ballroom, Cut-Off Hall, Conference Hall, Bluebonnet Hall: If the event is cancelled 181 or more days in advance of the event date: the reservation fee is forfeit. 180 days to 90 days: 50% remaining balance and reservation fee are forfeit. 89 days or less: full balance and reservation fee are forfeit.

A. Community Center and North Center: If the event is cancelled 31 or more days in advance of the event date: a $50 cancellation fee is deducted from deposit. 30 days: all rental fees paid are forfeit, deposit will be refunded.

All Event Cancellations Requests must be made in writing

For additional questions, please reach out to a member of our team at civiccenter@schertz.com