

**CITY OF BRIDGE CITY
PARKS AND RECREATION DEPARTMENT
OPERATING POLICY
BRIDGE CITY COMMUNITY CENTER
105 Parkside
Bridge City, TX 77611
(409) 735-6652**

Maximum Capacity: 250

1. Reservations must be made through the Bridge City, City Hall between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Reservations are made on a first come first serve basis. Applicants must be 21 years of age. A deposit of \$50.00 is required to hold a date(s) at the time a reservation is made. The \$50.00 deposit will be deducted from the total rental fee. Cancellations should be made in writing not less than one (1) week before the function, or the deposit (\$50.00) will be forfeited. All fees and the damage deposit must be paid ten (10) working days in advance of event to the cashier. Checks should be made payable to the City of Bridge City.
2. Reserved times will be strictly adhered to. No additional usage will be allowed unless paid for in advance.
3. Lessee is responsible for arranging definite times for rental. When times are established, the following inspections will be scheduled:
 - a. Opening walk-through – Walk through of building with the lessee and a City representative held when building is opened.
 - b. Closing walk-through – Walk through of building with the lessee and a City representative held when building is closed and is required before damage deposit is refunded.
4. The facility is not to be left open and unattended. It is the renter's responsibility to have someone stay at the facility. It is especially important to have someone stay during wedding ceremonies held elsewhere if the facility has been rented for a wedding reception. **THE CITY DOES NOT PROVIDE ATTENDANTS.**
5. A refundable damage deposit of \$500.00 is required. Each person/group using the community center shall be expected to sign a statement of damage and leave the required deposit. This statement shall guarantee that any person/group reserving the building is responsible for damages to the building or equipment during the rental period. Please **DO NOT** leave building unattended. If there is no damage to building or contents, deposit will be refunded. Damage to any and all equipment or facilities will be assessed by attendant and renter at the close of the event and then presented to the City administration. **YOU WILL BE CONTACTED PRIOR TO ANY CHARGES.** The deposit will be used to cover any repairs or janitorial services deemed necessary.

6. DEPOSIT REFUND: You and a representative of the City will both sign off on an Initial walk-through and final walk-through inspection of the facility. If you abide by the rules and laws of the City of Bridge City and the State of Texas, your damage deposit checks will be destroyed on the next business day following your event. If you want to pick up your checks please let us know that when paying your deposits.
7. No building equipment will be loaned out. Any equipment belonging to the facility is not to be removed or used outside of the building.
8. Keys are not given out for the facility. An Attendant will open and close the facility at times specified for rental. Rental hours must be determined at the time the final rental fee is paid. Rental time begins at the time the facility is opened and ends at the time the facility is closed. Your set up time, decorating, and tear down time are all included in the rental hours you will pay for. Should rental time go over time specified, additional per hour charges will apply. If your event concludes earlier than expected, call the attendant to come early to inspect and close the facility. No refund will be given for hours not used.
9. Rentals include 30 – 8 foot long tables and 30 – 60 inch round tables and 250 chairs. Kitchen is equipped with a refrigerator, dishwasher, ice machine, microwave, range and three ovens. You can not bring in any additional tables and chairs from an outside source.
10. Rental does not include kitchen supplies.
11. Removal of kegs, margarita machines, ice chests, D.J. equipment, pictures, cakes, food, rented personal and vendor items **MUST** be removed immediately after your event or by midnight.
12. ALL GARBAGE MUST be properly disposed of and placed by the exit (bags will be supplied).
13. For **alcohol related functions**, an off-duty police officer shall be present at all times during the dance and or/event. The City will be responsible for making arrangements for an off-duty police officer to work the dance and/or event and the renter will be responsible for paying the fee to the officer in cash at the time of the event. Alcoholic beverages and gambling are prohibited in the building, park grounds, or in the parking lot unless authorized by the City and a police officer is present. If any of the aforementioned is found or reportedly done on the premises, deposit will automatically be forfeited and further rentals refused. **NO UNDERAGE DRINKING.**
14. For **teenage dances** an off-duty police officer shall be present at all times during the dance. Adult chaperones shall be present in addition to the off-duty police officer. The police officer is not considered a chaperone; the officer is present for security only. The City will be responsible in making arrangements for an off-duty officer to

work the dance and the renter will be responsible for paying the fee (\$35 per hour) to the officer in cash at the time of the event.

15. Sales of any type are prohibited unless they are for the exclusive benefit of a 501(c)3 organization (proof required), School sponsored student organization, or a City of Bridge City sponsored event. These functions must first be approved by City administration.
16. Inflatable recreation devices are strictly prohibited unless their use is specifically approved by the City Manager of Bridge City and proof of liability insurance, covering the use of the recreational device and naming the City of Bridge City as an additional insured, is provided and approved in an amount sufficient to cover any injury as determined by the City Manager.
17. Occupants shall not create an unreasonably dangerous circumstance by virtue of their use of the facility. Such use is strictly prohibited and may result in the expulsion of all participants.
18. When grounds are used, outside electrical usage will be paid by renter. Pricing will be set by City Administration depending on activity and electrical usage.
19. No loitering in the parking lot.
20. In the event of questionable problems that may arise with the use, pricing and scheduling of the building and grounds, all administrative decisions will be final.
 - (a.) Political meetings of any type are prohibited. The facilities may be used, however, by an individual who currently holds political office, with constituents who reside within the corporate boundaries of the City of Bridge City, whose primary purpose is to inform their constituents of the status of matters that relate directly to the office holders office and directly impact the health, safety and welfare of the citizens of Bridge city. In any circumstance, fundraising under this section is prohibited. (Amended by City Council per minute action at the August 20, 2013 City Council Meeting).
21. The City of Bridge City has full authority to refuse rental of the building to any person, group or organization, who in our opinion, will or has previously misused or damaged the facility, refused to cooperate or otherwise violated the City's rules and purposes.
22. If you need assistance due to building mishaps (water leaks, restroom overflow, air / heat problems), please notify City staff at _____ or you may contact the police department at 409-735-5028.
23. The City staff will be authorized to inspect the premises at any time.

24. By authority of Ordinance number 93-1, SMOKING IS PROHIBITED in this building. The designated smoking area is the parking lot.
25. The City reserves the right to require the presence of a police officer, AT THE RENTER'S EXPENSE, in any situation which the City deems it necessary.
26. VIOLATION of the NOISE ORDINANCE 95-1, will result in surrender of the damage deposit. You will be in a residential area.
27. We will not hold checks for repeat reservations. You must provide a separate deposit for each event booked. Deposit will be paid by money order or personal check (No cash, temporary checks or out of state checks will be accepted).
28. NO PETS OR LIVESTOCK. Pets or livestock are not permitted in the facility. (This provision shall not be applied to animals providing assistance to the blind or disabled).
29. Parking by event attendees should not interfere with traffic flow, residents or other adjoining activities.
30. ALL FUNCTIONS ARE TO END BY MIDNIGHT. All functions are to be concluded, and the facility closed by 12:00 midnight. Exception to this rule: New Year's Eve, where the closing time shall be no later than 1:00 a.m.
31. NOT RESPONSIBLE: We are not responsible for injury of anyone in the City facility or outside in the parking lot of the facility. Running is not allowed in the facility. Children are welcome guests and are a delight to have at the facility, but must be under adult supervision at all times. Parents or chaperones of unattended children will be approached by staff or security to correct the situation.
32. NOT RESPONSIBLE: Some situations are out of our control. In the event of evacuation, hurricane, flood, or any other natural weather situation, breakdown of machinery, air conditioner, loss of electricity, loss of water, fire or other act of God, the City will reschedule at the earliest convenience any planned event that was to have happened during that time. All considerations will be made.
33. NOT ALLOWED: Items listed below are not allowed to be used at the facility due to damage to the building, equipment and littering of the grounds: chewing gum, crayons, markers, paint, confetti, glitter, snow, fresh petals, floor sand, play dough, stamp pads, snap lights and poppers. Consideration when choosing your party favors is appreciated. No throwing rice, confetti, etc. inside the building. Bird seed may be used outside only. No "silly string" or similar products are allowed. No bottled gas appliances or barbeque pits are allowed inside the facility. **Do not staple, glue, tack, or nail (do not affix in any way) anything on the walls, floor, light fixtures or ceiling. Decorations must be free standing.**

34. No cooking of fish, crawfish or seafood is allowed in the facility. No serving of crawfish is allowed in the facility.
35. Regular scheduling may be granted to those who request it, if and when possible. However, it shall be clearly understood that the City of Bridge City shall have the authority to bring in more important functions from time to time, which may necessitate the removal of such clubs or organizations from their regularly scheduled times.