

**CITY OF BRIDGE CITY
PARKS AND RECREATION DEPARTMENT
OPERATING POLICY
RENTAL OF SENIOR CITIZEN HALL**

Maximum Capacity: 40

The Senior Citizen Hall is used Monday - Friday for activities and nutrition programs for senior citizens of the Bridge City community. It is rented out by the City for small functions such as wedding and baby showers, small receptions, dinners, meetings, etc. A \$100.00 refundable damage deposit and a \$75.00 refundable clean-up deposit is required (see attached fee schedule).

The building is not rented out for teen parties, dance parties or alcohol related functions. Sales, including non-profit sales, and the use of inflatable recreational devices are strictly prohibited.

1. Reservations must be made at the Bridge City, City Hall. Lessee will be responsible for arranging definite times of rental. A City employee will be responsible for opening the building for lessee and closing the building at end of rental. A walk-through of the building with the lessee and a City representative will be held when building is closed and is required before deposits are refunded.
2. Each person/group using the Senior Citizen's Hall shall be expected to sign a statement of damage. This statement shall guarantee that any person/group reserving the building is responsible for damages to building or equipment. A refundable damage deposit of \$100.00 is required.
3. A refundable clean-up deposit of \$75.00 is required. This is to insure clean-up of the building.
4. Renter must bring own dishes, utensils, dish cloths, dishwashing liquid, dishwasher detergent, coffee pots or any supplies that are needed to hold the function.
5. Renter may re-arrange the folding tables and folding chairs, but must replace tables and chairs in the same order they were in.
6. Please do not re-arrange the desk.
7. Please do not use tape, tacks or staples (affix in any way) anything on the light fixtures, walls, ceiling or tables. Decorations must be free standing.
8. Please do not use rice or confetti in the building or on grounds. Bird seed may be used outside of the facility only.
9. Please do not stand or sit on the tables.
10. All garbage and trash must be emptied and set just outside the door.
11. Please wipe or mop up all spills & spot clean spills on carpet. Carpet cleaner available in kitchen.
12. Vacuum the floors before leaving.
13. Alcoholic beverages or smoking are not allowed in the building.
14. No cooking or serving of fish, crawfish or seafood is allowed in the building.
15. Please do not leave the building open or unattended. You will be responsible for all damages to the property during your rental period. If you finish early call the attendant to come early to inspect and close the facility. No refunds on unused rental time.
16. 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).

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**FAILURE TO COMPLY WITH THE ABOVE POLICY WILL RESULT IN RENTER BEING  
RESPONSIBLE FOR DAMAGES WHICH OCCUR  
RENTAL FEE INFORMATION  
SENIOR CITIZEN HALL  
CITY OF BRIDGE CITY**

The Senior Citizen's Building is rented out to the public for small functions such as wedding and baby showers, dinners, meetings and small receptions. Renters are required to clean the building after use.

**FEES FOR USE OF BUILDING:**

**Bridge City and Orangefield Residents**

|                            |         |
|----------------------------|---------|
| 4 hours.....               | \$50.00 |
| Each additional hour ..... | \$10.00 |

**Out of City Residents**

|                            |          |
|----------------------------|----------|
| 4 hours .....              | \$100.00 |
| Each additional hour ..... | \$10.00  |

**Deposits:**

|                                   |          |
|-----------------------------------|----------|
| Refundable Damage Deposit .....   | \$100.00 |
| Refundable Clean up Deposit ..... | \$ 75.00 |

**FEE POLICY:**

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. Cancellations should be made in writing not less than one (1) week before the function. All fees are due in advance ten (10) days prior to reserved date. Fees are to be paid 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.

**RESERVATION APPLICATION  
BRIDGE CITY SENIOR CITIZEN HALL**

Date of Application \_\_\_\_\_

Name of Person Responsible for Building \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Type of Function \_\_\_\_\_

Date of Function \_\_\_\_\_ Time \_\_\_\_\_

Name and phone number of a person who can be reached in the event that the applicant can not be contacted: \_\_\_\_\_

**DEPOSITS & FEES:**

Cleanup Deposit \$75.00 Damage Deposit \$100.00 Date Paid \_\_\_\_\_

Rental Hours \_\_\_\_\_ Rental Fee \_\_\_\_\_ Date Paid \_\_\_\_\_

**RESERVATION SCHEDULE:**

OPENING OF BUILDING \_\_\_\_\_  
(DATE) (TIME)

CLOSING WALK-THROUGH \_\_\_\_\_  
(DATE) (TIME)

**STATEMENT OF DAMAGE:**

*I/we, the undersigned, hereby agree to pay for any loss or damage to any and all equipment or facilities of the City of Bridge City which shall ensue as a result of our group's presence and behavior while in the Bridge City Senior Citizen Hall during our function, and to abide by the laws of the City of Bridge City and the State of Texas, and the policies and conditions as set forth in this application.*

Signature \_\_\_\_\_

Driver's License # \_\_\_\_\_