

COMMUNITY CENTER &
SENIOR CITIZEN HALL RENTERS

Please carefully read the attached instructions and guidelines.
Please have everyone decorating, catering, entertaining, etc. read these instructions and follow them.

Absolutely NOTHING can be ATTACHED TO THE WALLS, FLOOR or CEILING.

Absolutely NO glitter, confetti, rice, or similar may be used in the buildings or on the grounds.

If the instructions and guidelines are not followed and/or there is damage to the building during your rental time, the deposit may be kept, and/or additional fees may be charged.

BRIDGE CITY
COMMUNITY CENTER
RESERVATION APPLICATION

____ RESERVATION DEPOSIT
____ DAMAGE DEPOSIT
____ MAP
____ OFFICER(S) TIMES
____ FINALIZED EVENT TIMES
____ PAID IN FULL

Date of Application _____ Date(s) of Event _____

Applicant Name _____

Address _____ City _____ State _____

Home Phone _____ Business Phone _____ Cell Phone _____

Please give a name and phone number of a person who can be reached in the event the applicant cannot be reached:

Alternate Contact Name _____ Phone _____

Group or Organization/Type of Event _____

2 openings/closings, included in fee:

Opening _____ Closing _____ Opening _____ Closing _____

ADDITIONAL- (\$100 fee for each opening/closing) Opening _____ Closing _____

Private Party: YES / NO (circle one) Open to Public: YES / NO (circle one)

** Will liquor be served? YES / NO (circle one) Starting time alcohol will be served _____

** Police officers assigned _____ Date email sent _____

DEPOSITS & FEES: (*) final rental balance and deposit(s) due ten (10) working days prior to function.

(Provide separate checks for each deposit please)

Damage Deposit: \$750.00 Date Paid _____ Check # _____

Deposit to hold Building \$100.00 Date Paid _____ Check # _____

Total Rental Hours: _____ Total Rental Fee: \$ _____ (including the above \$100.00)

Balance Due \$ _____ Due Date (*) _____ Date Paid _____

**** For all functions where alcohol will be consumed, two (2) off-duty police officers will be required for security. The fee for the officers will be \$45.00 per officer, per hour. Police officers and chaperones will also be required for a teen dance. (See operating policy). Chaperones must not consume alcohol. Alcohol is not allowed at parties/events for minors under the age of 21.**

**IF THIS PARTY IS FOR A MINOR, PLEASE LIST CHAPERONES – One (1) Chaperone per fifteen (15) minors.
(Names and phone numbers - required):**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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 Community Center during our functions, and to abide by the laws of the City of Bridge City and the State of Texas, and the rules and conditions as set forth in this application.

Applicant Signature _____
(Must be 21 years of age)

Driver's License # _____

ACKNOWLEDGEMENT STATEMENT

I/We, the undersigned, hereby agree that a packet titled CITY OF BRIDGE CITY PARKS AND RECREATION DEPARTMENT INSTRUCTIONS AND GUIDELINES – BRIDGE CITY COMMUNITY CENTER was received and read. All persons involved in the organization, preparation and any vendors providing services have been informed of the Instructions and guidelines related to the rental. I/We shall abide by the laws of the City of Bridge City and the State of Texas, and the rules and conditions as set forth in the packet provided.

Applicant Signature _____
(Must be 21 years of age)

INSPECTION SCHEDULE:

OPENING WALK-THROUGH INSPECTION: DATE _____ TIME _____

CLOSING WALK-THROUGH INSPECTION: DATE _____ TIME _____

____ RESERVATION DEPOSIT

____ DAMAGE DEPOSIT

____ MAP

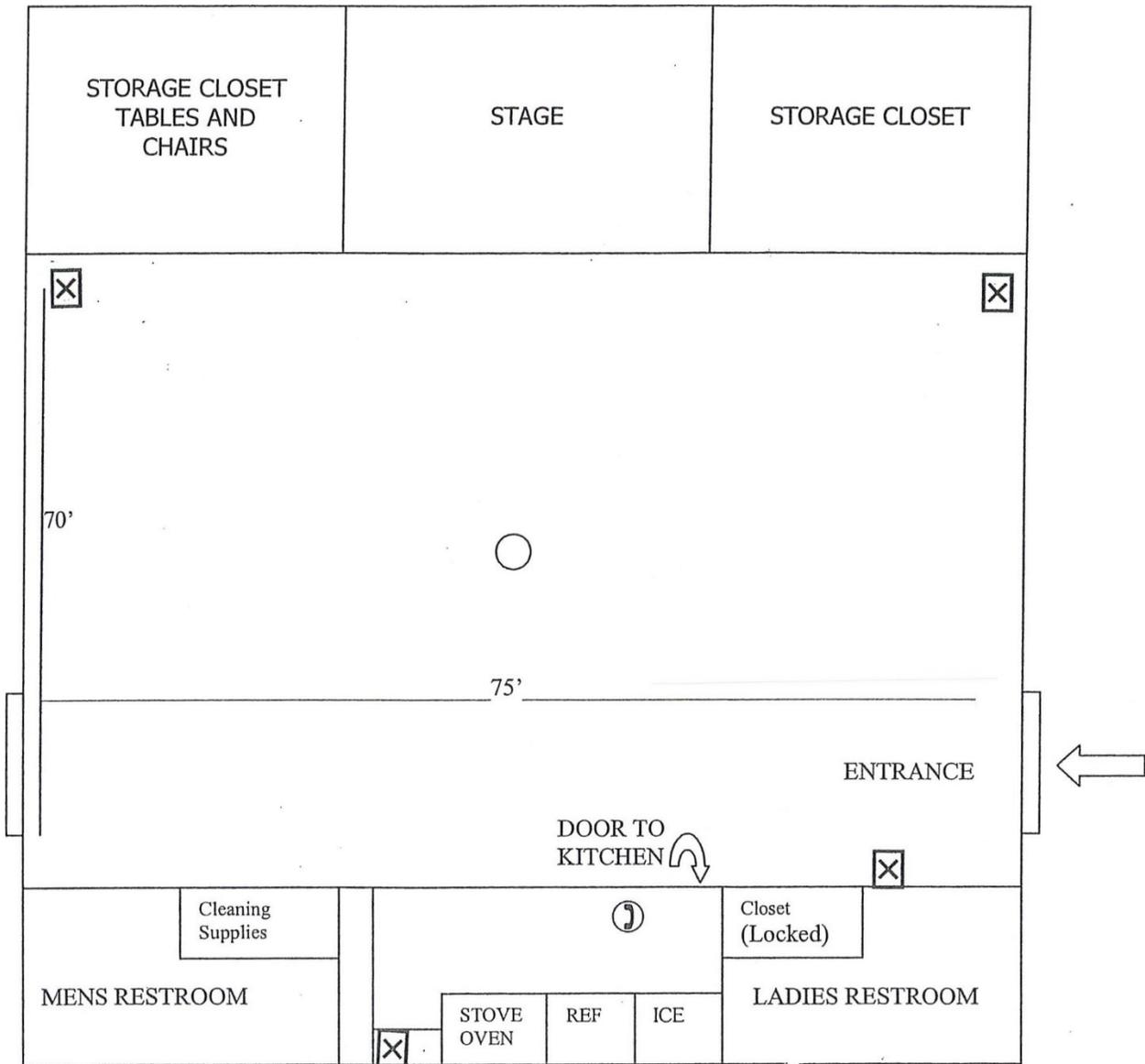
____ OFFICER(S) TIMES

____ FINALIZED EVENT TIMES

____ PAID IN FULL

Event Date: _____

Event Times: _____





**CITY OF BRIDGE CITY
PARKS AND RECREATION DEPARTMENT
INSTRUCTIONS AND GUIDELINES**

BRIDGE CITY COMMUNITY CENTER

105 PARKSIDE
BRIDGE CITY, TX 77611

MAXIMUM CAPACITY: 250

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 policies.

1. Reservations should be made through the Bridge City, City Hall office between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. (City Hall – 260 Rachal Ave, Bridge City, TX 77611 – 409-735-6801)
2. Reservations are on a first come first serve basis.
3. Applicants must be at least 21 years of age.
4. A deposit of \$100 is required to hold a date(s) at the time a reservation is made. The \$100 deposit will be deducted from the total rental fee. Reservations will not be made without a deposit.
5. A damage deposit of \$750 is required. Each Renter using the Community Center shall be expected to sign a statement of damage and leave the required deposit. This statement guarantees that any person/group reserving the building is responsible for damage to the building or equipment during the rental period. If there is no damage to the building or its contents, the deposit will be released. Damage to any equipment or facilities will be assessed by the attendant and the renter at the close of the event and then presented to the City administration. **YOU WILL BE CONTACTED BEFORE ANY CHARGES ARE MADE.** The deposit will be used to cover any repairs or extraordinary janitorial services deemed necessary.
6. Deposit Refund. The Renter and a City representative will both sign off on an Opening walk-through and a Closing walk-through inspection of the facility. If the Renter abides by the instructions, guidelines, and laws of the City of Bridge City and the State of Texas, the damage deposit check will be destroyed on the next business day following the event. If you want to pick up the deposit check, please let the City know when paying the deposits.
7. We will not hold checks for repeat reservations. Renters must provide a separate deposit for each event booked. Each deposit will be paid by personal check or money order (No cash, temporary checks, or out-of-state checks will be accepted).
8. Cancellations should be made in writing **NOT LESS** than 1 week before the rental date, or the deposit (\$100) will be forfeited.

9. All fees and deposits must be paid ten (10) working days in advance of the event. Checks must be made payable to the City of Bridge City.
10. Reserved times will be strictly adhered to. No additional usage will be allowed unless paid for in advance.
11. The Renter 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 the building with the Renter and a City representative when the building is opened for rental.
 - b. Closing walk-through – Walk-through of the building with the Renter and a City representative held when the building is closed for the final time of rental and is required before the damage deposit will be released.
12. The facility is not to be left open and unattended at any time. It is the Renter's responsibility to have someone stay at the facility if left unlocked. 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.
13. Building equipment, such as tables and chairs, will not be loaned out. Any equipment belonging to the facility is not to be removed or used outside of the building.
14. 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 initial time the facility is opened and ends at the final time the facility is closed. The set-up, decorating, and tear-down time are all to be included in the rental hours. Should rental time go over the time specified, additional per-hour charges will apply. If the 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.
15. Rentals include 30 – 8-foot tables, 30 – 60 inch round tables, and 250 chairs. The kitchen is equipped with a refrigerator, dishwasher, ice machine, microwave, range, and three ovens. Additional tables and chairs from an outside source are not allowed.
16. **Rental DOES NOT include kitchen supplies.** The renter must bring dishes, utensils, dish cloths, dishwashing liquid, dishwasher detergent, coffee pots, pots, pans or any supplies that are needed to hold the function.
17. Removal of kegs, margarita machines, ice chests, D.J. equipment, pictures, cakes, food, rented personal, and vendor items, etc. **MUST** be removed immediately after the event, and by the closing time of the rental.
18. **ALL GARBAGE MUST be properly disposed of** and placed by the exit (bags will be supplied).
19. **DO NOT stand or sit on the tables.**

20. For **alcohol-related functions**, two (2) off-duty officers shall be present at all times during the event. The City will be responsible for making arrangements for the officers and the Renter will be responsible for paying the fee to the officers in cash at the time of the event. Alcoholic beverages and gambling are prohibited in the building, park grounds, or the parking lot unless authorized by the City and police officers are present. If any of the aforementioned is found or reportedly done on the premises, the deposit will automatically be forfeited, and further rental refused. **NO UNDERAGE DRINKING ALLOWED.**
21. For **Teenage parties or events**, off-duty officers shall be present at all times during the event. Adult chaperones shall be present in addition to the off-duty officers. The police officers will not be considered chaperones; the officers are present for security only. **ALCOHOL IS NOT ALLOWED AT PARTIES OR EVENTS FOR MINORS UNDER THE AGE OF 21.** The City will be responsible for making arrangements for the officers and the Renter will be responsible for paying the fee to the officers in cash at the time of the event.
22. **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 the City administration.
23. **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 device and naming the City of Bridge City as an additional insured, is provided and approved in the amount sufficient to cover any injury as determined by the City Manager.
24. Occupants shall not create an unreasonably dangerous circumstance by their use of the facility. Such use is strictly prohibited and may result in the expulsion of all participants.
25. When grounds are used, outside electrical usage will be paid by the Renter. Pricing will be set by the City Administration depending on activity and electrical usage.
26. No loitering in the parking lot.
27. 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 holder's office and directly impact the health, safety, and welfare of the citizens of Bridge City. In any circumstances, fundraising under this section is prohibited (Amended by City Council per minute action at the August 20, 2013 City Council meeting).
28. Should the renter need assistance due to building mishaps (water leaks, restroom overflow, air/heat problems), please notify **City staff. Contact numbers are posted on the inside and outside of the facility** or contact the police department at 409-735-5028.
29. The City staff are authorized to inspect the premises at any time.

30. By authority of Ordinance 93-1, **SMOKING IS PROHIBITED** in this building. The designated smoking area is in the parking lot.
31. The City reserves the right to require the presence of police officers, **AT THE RENTER'S EXPENSE**, in any situation in which the City deems it necessary.
32. VIOLATION of the **NOISE ORDINANCE 95-1**, will result in surrender of the damage deposit. This is a residential area.
33. **NO PETS OR LIVESTOCK**. Pets or livestock are not permitted in the facility. This provision shall not be applied to animals assisting the blind or disabled.
34. Parking by event attendees should not interfere with traffic flow, residents or other adjoining activities.
35. **ALL FUNCTIONS ARE TO END BY MIDNIGHT**. All functions are to be concluded, and the facility closed by midnight. Exception to this rule: New Year's Eve, where the closing time shall be no later than 1:00 a.m.
36. **NOT RESPONSIBLE**: We are not responsible for the 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.
37. **NOT RESPONSIBLE**: Some situations are out of our control. In the event of an evacuation, hurricane, flood, or any other natural weather situation, breakdown of the 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.
38. **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, artificial 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 or outside 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 manner) anything on the walls, floor light fixtures or ceiling.** Decorations must be free-standing.
39. **No cooking of fish, crawfish, or seafood** is allowed in the facility or on the grounds. **No serving of crawfish is allowed in the facility.**
40. 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.

BRIDGE CITY PARK

Rules and Operation

- No alcohol.
- No fire unless used for cooking in a pit grill, or other container manufactured for cooking with open flames. No cooking under the pavilion. No cooking of fish, crawfish, or seafood. No Serving of Crawfish.
- No swimming, wading or otherwise entering or upon any body of water.
- No dogs or other domesticated animals, without a leash.
- Do not abandon any animal.
- Do not interfere with, disrupt, or prevent the orderly conduct of any City sponsored, hosted, or approved community event or program.
- No glass containers.
- No bicycles, skateboards, skates, rollerblades or motor vehicles at the pavilion or other structures located in the City Park.
- No vandalizing City property/structures.
- No cutting trees, shrubs, plants grass or turf.
- No polluting waters.
- The speed limit is 10 miles per hour.
- Parking in designated areas only.
- No double parking.
- No operating motorized vehicles on any area outside a road or parking area.
- Abusive language and unruly behavior will be cause for ejection from the park.

SPLASH PARK

Rules and Operation

- Operating hours are 10:00 a.m. to 8:00 p.m., 7 days a week. Splash Park is closed November through April of each year.
- Splash Park is for Local Residents Only.
- To start, touch the red activator on the pole at the right corner of the Splash Park. The features will activate and run through a cycle for about 3 minutes. When they stop, touch the activator again to reactivate the features.
- Children under 12 must be accompanied by an adult, the age of 18 years or older, at all times while in the Splash Park.
- It is recommended to wear water shoes to prevent slipping and protect feet.
- Infants should wear a rubber liner or swim diaper.
- Please walk, do not run.
- Do not climb on spray features.
- Do not place hands, face, or objects near or on spray water openings.
- No rollerblades, skateboards, scooters bicycles or any motorized vehicles on the Splash Pad.
- No glass containers allowed in the park.
- Alcohol consumption is prohibited.
- Abusive language and unruly behavior are prohibited.
- Splash Park must be cleared at the first sight of lightning or the sound of thunder.
- No fires, charcoal grills, fire pits or other cooking devices within 25 feet of the Splash Park pad.
- Do not interfere with, disrupt, or prevent the orderly conduct of any City sponsored, hosted, or approved community event or program.
- No vandalizing of City property/structures.