

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
SENIOR CITIZEN HALL
RESERVATION APPLICATION**

____ CLEAN-UP DEPOSIT
____ DAMAGE DEPOSIT
____ FINALIZED EVENT TIMES
____ PAID IN FULL

Date of Application _____ Date 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 _____

Opening time _____ Closing time _____

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

(Provide separate checks for each deposit please)

Damage Deposit: \$200.00 Date Paid _____ Check # _____

Clean-Up Deposit: \$100.00 Date Paid _____ Check # _____

Total Rental Hours: _____ Total Rental Fee: \$ _____

Date Paid _____

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 Citizens Hall during our function, 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 # _____

INSPECTION SCHEDULE:

OPENING WALK-THROUGH INSPECTION: DATE _____ TIME _____

CLOSING WALK-THROUGH INSPECTION: DATE _____ TIME _____



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

BRIDGE CITY SENIOR CITIZEN HALL

103 PARKSIDE
BRIDGE CITY, TX 77611

MAXIMUM CAPACITY: 40

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.

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., after 1:00 p.m. on week days and all day on weekends.

This building is not rented out for teen parties, dance parties, or alcohol related functions.

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)

1. Reservations are on a first come first serve basis.
2. Applicants must be at least 21 years of age.
3. **A damage deposit of \$200 is required.** Each Renter using the Senior Citizen Hall 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. If there is no damage to the building or its contents, the deposit will be released. Damage to any equipment or the 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.
4. **A refundable cleanup deposit of \$100 is required.** This is to ensure clean-up of the building. Please wipe the tables and chairs and vacuum and/or mop the floors before leaving.
5. We will not hold deposit 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).
6. **Cancellations** should be made in writing **NOT LESS than 1 week before** the rental date, or the rental fee will be forfeited.
7. **Rental fee must be paid at time of booking 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.

8. **Reserved times will be strictly adhered to.** No additional usage will be allowed unless paid for in advance.
9. The Renter is responsible for arranging definite times for rental. When times are established, the following inspections will be scheduled:
 - c. Opening walk-through – Walk-through of the building with the Renter and a City representative when the building is opened for rental.
 - d. 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.
10. **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.
11. **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. **THE CITY DOES NOT PROVIDE ATTENDANTS.**
12. 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.
13. 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 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.
14. Rentals include 7 – 8 foot tables, 1 – 6 foot table, and 40 chairs. The kitchen is equipped with a refrigerator, dishwasher, microwave, range, and oven. Additional tables and chairs from an outside source are not allowed.
15. The Renter may re-arrange the folding tables and chairs but **MUST REPLACE TABLES AND CHAIRS** in the same order they were in (map provided). **PLEASE, DO NOT RE-ARRANGE THE DESK.**
16. **Rental DOES NOT include kitchen supplies.** The renter must bring dishes, utensils, dishcloths, dishwashing liquid, dishwasher detergent, coffee pots, pots, pans, or any supplies that are needed to hold the function.
17. **ALL GARBAGE MUST be properly disposed of** and placed by the exit outside (bags will be supplied).
18. **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.

19. **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.
20. 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.
21. 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.
22. No loitering in the parking lot.
23. 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.
 - (b) **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 circumstances, fundraising under this section is prohibited (Amended by City Council per minute action at the August 20, 2013 City Council meeting).
24. 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.
25. The City staff are authorized to inspect the premises at any time.
26. By authority of Ordinance 93-1, **SMOKING IS PROHIBITED** in this building. The designated smoking area in the parking lot.
27. VIOLATION of the **NOISE ORDINANCE 95-1**, will result in surrender of the damage deposit. This is a residential area.
28. **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.
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 midnight.
31. **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.

32. **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.
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, 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.
34. **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.**
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.

FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS AND GUIDELINES WILL RESULT IN POSSIBLE FORFEITURE OF DEPOSITS AND FURTHER RENTAL REFUSED.

FEES FOR USE OF BUILDING:

Bridge City and Orangefield School District Residents

Minimum Rental – 4 hours.....	\$75
Each Additional Hour.....	\$15

Outside of the Local Area

Minimum Rental – 4 hours.....	\$150
Each Additional Hour.....	\$25

Deposits:

Refundable Damage Deposit.....	\$200
Refundable Clean-Up Deposit.....	\$100

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.