



# CITY OF FULSHEAR

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Fulshear, Texas 77441

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## IRENE STERN FULSHEAR COMMUNITY CENTER

### Reservation and Use Policy

1. Use: The Irene Stem Fulshear Community Center, located at 6920 Katy-Fulshear Road in Fulshear, Texas, may be reserved for public use when City of Fulshear programming is not scheduled. The terms for the reservation and use of the facility and adjoining premises are listed below.
2. Occupancy: Building is not to be occupied by more than 225 persons.
3. Duration: Rental of the facility starts at the time of first access and ends upon completion of occupant's cleanup tasks.
4. Liability: An individual, twenty-one (21) years of age or older, shall be required to sign the attached agreement guaranteeing against damage to the facility.
5. Fees: Rental fees and all other fees must be paid in full three weeks prior to the rental. Rental will be forfeited when insufficient funds are reported against a rental fee check. All fees are to be paid to the City of Fulshear.

	Regular	Reg. Daily	Non-Profit	N.P. Daily
Rental Fees	\$ 85.00/ Hr	\$400.00	\$47.50/ Hr	\$200.00
Setup/ Tear Down	\$150.00		\$75.00	
Cleaning	\$100.00		\$50.00	
Supervisor Fee	\$10.20/ Hr		\$10.20/ Hr	
Security Fee	\$35.00/ Hr		\$35.00/ Hr	
Damage Deposit	\$150.00		\$75.00	

6. Rental: Rental includes thirty (30) six-foot rectangular tables; ten (10) eight-foot rectangular tables; two hundred (200) stacking chairs; and (12) six-foot round tables. The use of the kitchen, all public space and the parking area are included in the rental. All utilities are included. The kitchen contains a stove, oven, dishwasher, microwave oven and a refrigerator. The kitchen appliances are not commercial grade equipment.
7. Deposits: Deposit checks will be held until the conclusion of the event. The Supervisor will report to City offices regarding the condition of the facility and premises; and, deductions will be made from the deposit based on the Supervisor's report of damage or non-compliance to these policies. Deposits checks will be returned within ten (10) business days after the event.
8. Cancellation: Notice of cancellation must be made in writing. Deposits will not be refunded when cancellations are made less than twenty-one (21) days prior to the reservation date.
9. Security/Supervision:

- a) A Supervisor approved by the City of Fulshear is required to be present at all functions. The Supervisor is also required to be present during setup and cleanup.
- b) If alcohol is served at the function, at least two (2) law enforcement officers are required to be present throughout the function. The City of Fulshear will schedule the officers and their services shall be prepaid to The City by the Lessee.
- c) One (1) adult per fifteen (15) children under the age of 18 is required to attend and chaperone the event. Supervision of children is the responsibility of the applicant/organization renting the facility.
- d) Security is required when or if the City feels security is necessary for any reason not specifically stated in this policy.

10. Prohibitions:

- a) Firearms are prohibited in the facility or on the premises.
- b) Skates, roller blades, skateboards, and scooters are prohibited in the facility or on the premises.
- c) Hay is prohibited in the facility or on the premises.
- d) With the exception of Seeing Eye dogs, no animals are allowed in the facility or on the premises.
- e) Throwing of rice, confetti, birdseed, etc. is prohibited in the facility or on the premises.
- f) The use of staples, nails, and tacks are prohibited in the facility.
- g) Tape shall not be used on the walls, tables, chairs, or ceiling tiles. Decorations shall not be hung from the ceiling.
- h) No profanity or fighting is allowed in the facility or on the premises.

11. Fire Safety Precautions:

- a) Use of open flames is prohibited. Candles with globes attached may be used.
- b) Electrical extension cords and decorations shall be UL approved.
- c) Exits shall be kept free of obstructions. Exit doors shall remain unlocked while the facility is being used.
- d) SMOKING is prohibited in the facility or on the premises except in the DESIGNATED SMOKING AREA in the BBQ pit area or the park bench area at the front of the premise. The grounds will be checked before and after the event by the Supervisor and Lessee; cigarette butts found on the premises after an event will result in deposit forfeiture.

12. Cleaning/Sanitizing: The Lessee will have the facility cleaned by the City cleaning service at a cost of \$100.00 per event. The following tasks are the responsibility of the applicant/organization renting the facility and will be monitored by the building supervisor:

- a) Place all trash in plastic bags, and remove all trash from the premise. Place new plastic bags in all trash containers.
- b) Decorations (including balloons), equipment and personal effects shall be removed from the facility and the premises.

- c) Remove all trash and debris from the premises including bottle caps and cigarette butts.
- 13. Setup/Tear Down: The Lessee has the opportunity to setup and "tear down" the tables and chairs for their event to avoid the \$150.00 fee. Furniture must be returned to the storage location, cleaned and stacked to the satisfaction of the event supervisor.
- 14. Override Authority: The City of Fulshear has the authority to bring in priority/emergency function, which may necessitate the cancellation of activities previously scheduled. The Lessee will be notified, and the deposit and rental expenses will be immediately refunded. The Lessee will be given rescheduling priority if at all possible.
- 15. Indemnity: The City of Fulshear assumes no responsibility, financial or otherwise, for any commitments, accidents, or injuries sustained by individuals or groups while using the facility. Subleasing of the facility is not permitted.

**It is hereby agreed that the Applicant or Organization Representative:**

- 1. Shall be held responsible for the compliance to all Reservation and Use Policies.
- 2. Shall complete the Facility Use Form accurately and truthfully.
- 3. Shall be held responsible for any damage to the facility and premises or for loss or damage to any fixture or other equipment in the facility or on the premises.
- 4. Shall assume responsibility for the supervision and behavior of the event participants.
- 5. Shall agree that the City of Fulshear is not responsible for loss, damage and/or injury which it might sustain, or become liable for, to any person or persons whomsoever, or property arising from any cause or for any reason whatsoever in or about and during the use of the facility.
- 6. Shall agree the Damage Deposit may be withheld if these terms are dishonored.
- 7. Shall carry a minimum of \$1,000,000.00 (one million) General Liability Insurance naming the City of Fulshear as certificate holder and evidence of a liquor liability policy when alcoholic beverages are to be served.

Applicant/Representative Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

City of Fulshear Representative \_\_\_\_\_