

**City of Deer Park
Parks & Recreation Department
Facility Rentals Rates & Policies
Revised 1/16/07**

Fees and policy applicable for the Avon Center, Claude Burgess Center, Community Center, Jimmy Burke Center, Maxwell Adult Center, and Theater/Courts.

Deer Park Park's & Recreation Rental Guidelines:

1. All rentals must be made in person
2. You must be at least 21 years of age to complete the rental process and sign paperwork
3. You must complete all applicable paperwork for the rental to be confirmed
4. Rentals are on a first come first serve basis
5. All Fees are due at the time of the paperwork completion and must be done at least three (3) weeks in advance of rental.
6. Security deposits are required on all rentals
7. The department does not issue keys to renters. Staff is assigned to open the facility.
8. Renters are responsible for their own set-up and clean-up.
9. Alcoholic beverages are NOT permitted in any city facility, park, or parking lot except the Jimmy Burke Activity Center.
10. Tables and chairs are available for all rentals.
11. Deer Park police officers are required at all parties in any city facility. Also, at discretion of department an officer may be required at other events as well. Renter is responsible for this cost to the officer.

Avon Recreation Center – 601 8th Street

1. Two (2) hour minimum rental on all rooms
2. \$250 Clean-up deposit required
3. Deer Park resident applicant only

| Room | Days | Capacity | Fee Type | Fee |
|--------|------------|----------|----------|---------|
| Room A | Mon-Thurs. | 45 | Hourly | \$25/hr |
| Room A | Fri-Sun | 45 | Hourly | \$25/hr |
| Room B | Mon-Thurs. | 12 | Hourly | \$25/hr |
| Room B | Fri-Sun | 12 | Hourly | \$25/hr |

Claude Burgess Center – 4200 Kalwick

1. Six (6) hour minimum on all rentals
2. \$250 Clean-up and damage deposit
3. Available to residents and non-residents

| <u>Room</u> | <u>Days</u> | <u>Capacity</u> | <u>Fee Type</u> | <u>Fee</u> |
|----------------------------|-------------|-----------------|-----------------|-----------------------------|
| Meeting RM with Kitchen | Mon-Thurs. | 90 | Hourly | \$50 |
| Meeting RM with Kitchen | Fri-Sun | 90 | Hourly | \$200/6 hrs \$400/12 hrs |

Community Center – 610 E. San Augustine

1. Two to six (2-6) hour minimum rental on all rooms
2. \$250 Clean-up and damage deposit
3. Deer Park residents only

| <u>Room</u> | <u>Days</u> | <u>Capacity</u> | <u>Fee Type</u> | <u>Fee</u> |
|-----------------------------------------------------------------------------------------------|-------------|-----------------|-----------------|---------------------------|
| 4&5 | Mon-Thurs. | 29 | Hourly | \$25/hr |
| 4&5 | Fri-Sat | 29 | Hourly | \$25/hr |
| <i>(Business hours only for room 4&5) Hours are: Mon-Fri 8 am-10PM&Sat 10AM-6 PM)</i> | | | | |
| Room 6 | Mon-Thurs. | 150 | Hourly | \$50/hr |
| Room 6 | Fri-Sun | 150 | Hourly | \$200/6 hr \$400/12 hr |
| <i>(Room 6 has Kitchen Facilities attached for usage)</i> | | | | |
| Room 11 | Mon-Thurs. | 25 | Hourly | \$25/ hr |
| Room 11 | Fri-Sun | 25 | Hourly | \$50/hr |

Jimmy Burke Activity Center: 500 W. 13TH Street

1. Two to twelve (2-12) hour minimum rental
2. Any rental that exceeds 12 hours (before or after rental) is \$50/hour
3. Two (2) day rentals available – Set-up the day before is ½ the rate
4. Civic groups (non-profit) can rent for weekday rates
5. Resident and non-resident rentals accepted

| <u>Room</u> | <u>Days</u> | <u>Capacity</u> | <u>Fee Type</u> | <u>Fee</u> |
|--------------|-------------|-----------------|-----------------|------------|
| Front Half | Mon-Thurs. | 500 | Hourly | \$300 |
| Back Half | Mon-Thurs. | 500 | Hourly | \$300 |
| Whole Build. | Mon-Thurs. | 1000 | Hourly | \$600 |
| Front Half | Fri-Sun | 500 | Hourly | \$500 |
| Back Half | Fri-Sun | 500 | Hourly | \$500 |
| Whole Build. | Fri-Sun | 1000 | Hourly | \$1,000 |
| Set-Up Fee | Mon-Sun | | | \$25 |

Maxwell Adult Center – 1302 Center

1. Two to twelve (2-12) hour minimum on all rentals
2. \$250 Clean-up and damage deposit
3. Deer Park residents only

| <u>Room</u> | <u>Days</u> | <u>Capacity</u> | <u>Fee Type</u> | <u>Fee</u> |
|-------------|-------------|-----------------|-----------------|--------------|
| Old Dining | Mon-Thurs. | 150 | Hourly | \$25/hr |
| Old Dining | Fri-Sun | 150 | Hourly | \$200/12 hrs |
| New Dining | Mon-Thurs. | 45 | Hourly | \$25/hr |
| New Dining | Fri-Sun | 45 | Hourly | \$200/12 hrs |
| Craft Room | Mon-Thurs. | 40 | Hourly | \$25/hr |
| Craft Room | Fri-Sun | 40 | Hourly | \$200/12 hrs |
| Quilt Room | Mon-Thurs. | 25 | Hourly | \$25/hr |
| Quilt Room | Fri-Sun | 25 | Hourly | \$200/12 hrs |

(Kitchen available with New Dining Room at \$50/Hour)

Theatre Auditorium – 1301 Center

1. Four (4) hour minimum on all rentals
2. \$250 Clean-up and damage deposit
3. Resident and non-resident rentals
4. No more than three (3) day consecutive rentals

| <u>Room</u> | <u>Days</u> | <u>Capacity</u> | <u>Fee Type</u> | <u>Fee</u> |
|-------------------------------|-------------|-----------------|--------------------|------------|
| Auditorium | Mon-Thurs. | 250 | Hourly (4 hr min) | \$50/hr |
| Auditorium | Mon-Thurs. | 250 | Daily (12 hrs) | \$200/hr |
| Auditorium | Fri-Sat | 250 | Daily (4 hrs +) | \$200/hr |
| | | | Daily (6 hrs +) | \$250/hr |
| | | | Daily (12 hrs max) | \$400/hr |
| Stage & Dressing rm. | Mon-Sun | | Daily | \$100/hr |
| Sounds & Lights Technician | Mon-Sun | | Daily | \$50/hr |

For reservations or additional rental information contact Jazmin Hernandez at 281 478-2050 between 8 AM – 5 PM Monday thru Friday.

For rental information regarding the Battleground Golf Course banquet room contact Barry Kirk at the Republic Grill, 281-478-2089.