



# City of Deer Park

## *Rental Policy and Procedures*

Information and pictures on rental facilities may be found on the City of Deer Park Web page at [www.deerparktx.gov/recreation](http://www.deerparktx.gov/recreation) . If you have questions about facilities or reservations, please call 281-478-2050.

### **PLEASE REFER TO PAGE 7 FOR FACILITY RENTAL FEES**

#### **General Rental Information**

- **Renters will assume full responsibility and all liability during the use of the building for any actions of themselves or their guests, both inside and outside of the facility.**
- **The City reserves the right to cancel any event in which untrue/inaccurate information was provided and/or omitted by the renter and/or if the event is determined to be detrimental to the operation of the Facility and/or contrary to the rules and regulations governing the use of the Facility.**
- The Parks and Recreation Department has the authority to refuse and or/impose restrictions on future rentals, meetings, persons, groups or organizations who previously have given false information or misused / damaged any municipal facility.
- Renters must be present for the duration of the rental.
- All rentals must be completed, including clean up, by midnight (12:00 am).
- Renter will lose their deposit and charged for any damage to the facility and/or equipment along with clean-up.
- The Parks and Recreation Department does not set up tables and chairs for rentals. Stage sections may be set up upon request and approval and for an additional fee.
- The Parks and Recreation Department reserves the right to reassign rooms or buildings in order to accommodate City programming and during emergency maintenance events.
- Tables and chairs are available for all room users. These are not to be removed or taken out doors. Extra tables and chairs from outside sources may be brought in for an event at the owners expense and require written permission from the Parks and Recreation Department.
- Rental of a City of Deer Park municipal facilities(s) for an extended period of time or on perpetual basis will be allowed only at the discretion of the Parks and Recreation Department.
- Rental of a City of Deer Park municipal parking lots will be available for rental upon request and only at the discretion of the Parks and Recreation Department.
- **The City of Deer Park requires all professional service providers, contractual instructors, and other contractual service providers to strictly adhere to the requirements of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability. Renter or Contractor,**

by signing this Agreement, affirms that it will not discriminate on the basis of disability, and will make services accessible to and inclusive of people with disabilities.

## **Reservations and Payments**

- Any person scheduling a rental must be twenty five (25) years of age or older. All reservations must be made in person, with a valid I.D. at the Parks and Recreation Department 610 East San Augustine Monday thru Friday during our operating hours from 7:00 am - 6:00 pm.
- Reservations are made on a first come first serve basis. Paperwork must be completed by the person using the room and will only be valid for the name on the contract. Subletting of a meeting room to another group or patron is not allowed. Any violations of this will result in termination of a contract and loss of all deposits.
- Staff will only open a room for the person whose name is on the contract. Only the person on the contract can assign someone else to be the representative and will need to make arrangements for this with the Department ahead of time.
  - A. All vendors selling, demonstrating, or donating food must abide by all Harris County Public Health and Environmental Services Permits and Guide-lines. Violations of this will result in closing of vendor.
- All applicable forms must be completed and turned in 2 weeks in advance for all rentals.
- Rental reservations can be made beginning the first business day of the month of July for the following year.
- The Deer Park Community Center is the ONLY facility in which you may make a rental reservation the week of your event.
- **Rental time includes set-up and clean-up.**

## **Fees**

- All applicable fees are due at the time of reservations including deposit.
- Fees and deposits must be paid by debit or credit card only. We do not accept cash or check.
- Security deposits are required on all rentals. All deposits will be processed. Deposits will be refunded provided that the facilities are left in good condition, and at the discretions of the Parks and Recreation Director or designated representative. A portion of or all of the deposit may be kept if there is damage to the facilities or equipment.
- Deposits paid by credit cards will take up to one week to be returned.

## **Non-Profit Groups, Fund Raisers, and Commercial Groups**

- Non-profit groups may rent City facilities at discounted rates provided they meet the following criteria:
  - Provide proof of 501 C3 status form for review and verification.
- ANYONE WISHING TO UTILIZE A FACILITY FOR FUND RAISERS MUST FOLLOW THE NORMAL RENTAL POLICY AND PROCEDURES.

## Change/Cancellation Policy

- Reservations are subject to change. Unforeseen changes may occur such as a natural disaster, emergency situations, emergency maintenance, etc. The changes will be made at the discretion of the City of Deer Park.
- Cancellations for a paid rental must be made in person with a valid ID or a written letter signed by the person on the contract and will be needed before the building is released and the deposit is returned. Cancellations must be made no less than two weeks in advance or the entire deposit will be forfeited.
- If a person or organization reserves a facility and fails to show up or notify the Parks and Recreation Department of a cancellation, a decision by the Department will be made on whether they shall forfeit their rights and the rights of their organization to the future use of the facilities and lose the deposit.
- Any renter that fails to show-up or communicate to staff after one hour will forfeit their entire deposit. In addition your rental will be canceled.
- Renters wishing to leave earlier than the contracted time must call the **Rental Staff member at 832-835-4261** and wait until staff person arrives to check the condition of the premise and secure the building. Renters who leave before staff person arrives will possibly forfeit entire clean up and damage deposit at discretion of Parks and Recreation Director or a PARD representative.

## Rules and Regulations

- **Rental is for designated area only.** Patrons are not permitted to enter areas NOT in rental agreement without Department permission.
- During regular business hours, there will be a staff available to contact in case of an emergency at the **Deer Park Community Center at 281-478-2050.**
- Keys will not be issued to renters. During normal business hours, a staff person will be assigned to open and close a building. After regular business hours, a staff person will be assigned to stay at the rental or meeting site for the duration of the event. In the event that no one arrives to open the building, **please call 832-835-4261. The Rental Staff will respond.** Please note that this is not to be used as a means of getting in early. Opening and closing times cannot be negotiated on the day of the rental.
- No unauthorized person will be allowed to operate municipal building equipment. This includes the thermostats in the building and EOC kits.
- Renters must observe the fire code guidelines and limits posted at facilities.
- We ask that all rentals abide by and respect our policy on loud noise and limit noise to the hours of 7 am – 10 pm on weekdays and 7 am – 11 pm on weekends.
- Under no circumstances will advertising materials, including flyers, be distributed from City facilities. Any flyers or other advertising materials left inside or outside the City facilities will be removed. Events advertised by mailed flyers are required to list the Renter's phone number for directions or questions. Renter is required to list the correct room number for the room where

the event is held on all fliers. No advertising shall be exhibited and no solicitations or sales may be made in the building or on the grounds without written permission of the City.

- Any publicity must include the statement: "This event is not sponsored by the City of Deer Park." Publicity is not to include the City's telephone number, nor may the City's name and address be used as a mailing address. All publicity/advertising the meeting, including newspaper advertisement must include the following disclaimer: "Use of City of Deer Park meeting space does not constitute endorsement of this organization, this program or its content by the Deer Park Parks and Recreation Department or City of Deer Park." Any publicity, including brochures, flyers, radio and TV announcements, newspaper ads, etc., must carry the name and telephone number of the individual or organization sponsoring the meeting. The City of Deer Park may not be identified or implied as a sponsor/endorsement/supporter of the event. For instance, terms such as "town hall" or "city hall" meeting shall not be used as such would imply sponsorship/endorsement/support by the City. The City's telephone number may not appear on the publicity.
- Permission to use the facility does not constitute an endorsement of a group's philosophies, policies, or beliefs. Events held in our facilities do not reflect the views or opinions of the City of Deer Park, its council, commissioners, boards, representatives and or staff. Any advertising for your rental (including flyers, posters, e-mails, website listings, postcards, radio spots, etc.), may not use the City of Deer Park name or seal, nor any department name. Advertisements for rentals are not allowed to be posted at the facilities. User shall not post, exhibit, or allow to be posted or exhibited, any signs, advertisements, show bills, lithographs, posters, or cards of description, inside or outside on any part of the building, except with written permission by the Director of the Parks and Recreation Department or designated representative.
- All media publicity related to the use of the facility must receive written permission from the Director of the Parks and Recreation Department or designated representative.

## **Alcohol**

- Alcoholic beverages will be allowed at the Jimmy Burke Activity Center located at 500 West 13<sup>th</sup> Street and may be consumed ONLY within the building. The consumption of alcoholic beverages is not allowed in either parking lot or on the grounds outside of the building.
- The consumption and/or possession of alcoholic beverages are prohibited in all other parks and facilities, athletic complexes or parking lots.
- Arrangements for any alcoholic beverages must be made by or provided by the renter and cannot be sold by any method or means during and prior to the event. This is to include donations as a means of recovering the cost or making a profit on alcoholic beverages. An admission fee of any kind cannot be charge during or prior to any event where alcoholic beverages are included.
- Jimmy Burke Activity Center only –Renters with or without alcoholic beverages:  
Deer Park Police Officers must be hired at the renters expense for security purposes.  
(See chart for details)

Number of attendees	With Alcoholic Beverages	Without Alcoholic Beverages
0 – 150	2 officers	1 officer
151-300	2 officers	2 officer
301-600 attendees	3 officers	3officers
601-850 attendees	4 officers	4 officers

Any rental, meeting or function evaluated by the department not needing a Deer Park police officer(s) will not be required to hire police officers. This decision will come from the Director or designated representative.

### Security Requirements

- Arrangements for Deer Park Police Officers will be initiated by the Parks and Recreation Department and coordinated by the Deer Park Police Department.
- Requests for security employment should be made at least two (2) weeks prior to the event.
- Cancellations for security should be made (between 8 am-5 pm/Monday – Friday) at least two (2) days prior to the event with the Deer Park Police Department.
- There is a 3-hour minimum for all security duties.
- Security fees, which must be paid, in cash, to the Officer(s) within 30 minutes of their arrival.
  - Businesses that hire off-duty Police Officers have the option to pay by check or cash.
- Fees and are subject to change without notice, are currently set (Effective as of Jan. 1, 2020) at:
  - a. *\$45.00 per hour, per Officer for security Only*
  - b. *\$45.00 per hour, per Officer for security with some traffic control duties*
  - c. *\$50.00 per hour, per Officer for traffic control only*
  - d. *\$60.00 per hour, per Officer for Security only on Holidays*
  - e. *\$65.00 per hour, per Officer for security with some traffic control duties on Holidays*
  - f. *\$70.00 per hour, per Officer, for traffic control only on Holidays*
- All required Officers must be in attendance for the duration of the rental; however, the Officer(s) primary obligation is to their law enforcement agency and; if summoned, he/she will respond immediately to any police emergency or call out. Furthermore, the Officer(s) will only be responsible for enforcing the law.

### Cleaning Requirements

- Each group is responsible for their own set-up and clean-up. Renters are required to take down decorations, tables and chairs, cleaning up and depositing trash in designated containers or area.
- Clean up after rental must be completed by the designated end time. Clean up that exceeds rental time will forfeit the full amount of their deposit.
- Cleaning includes, but not limited to:
  - Trash emptied, including those in the restrooms and kitchen.
  - Table and chairs cleaned and stored properly in designated areas.
  - Clean counter tops, appliances, and sinks.

- Remove all food and drinks from the premises.
- Spot mop
- Sweep floors
- Decorations, if used, must be removed at the end of the rental. PROHIBITED: Glitter, confetti, and any similar decorations.
- **Nails or staples may not be used on the walls.** Also, tape used must be able to be removed without damage. Sticky Tack is recommended.

### Useful Tips

- In order to plan a successful event, the following suggestions are given:
  - The number of tables and chairs are not specified or guaranteed. If you require a specific amount, please note it at time of rental reservation.
  - Not all facilities have the same size tables and chairs. If you need information on your rentals table sizes, quantities, etc. please contact the Parks and Recreation Department.
  - Allow time during rental period to decorate and clean up before and after the event.
  - If your rental requires a stage, please make request at time of initial rental. Stage is subject to Parks and Recreation Department approval and for an additional fee and not available for use outside of the facility.

### CONTACT NUMBERS

- Questions prior to rentals and during business hours: 281-478-2050
- Questions or maintenance issues during rentals: 832-835-4261
- In the event of a fire or medical emergency: Call 911
- Deer Park Police Department Dispatcher - Non-Emergency: 281-479-1511



## Rental Facility Matrix

Facilities	Address	Deposits	Seating Capacity	Resident Rate	Non-Resident Rate
<b>Avon Recreation Center</b>	<b>601 E. 8th Street</b>				
Front Half		\$100	45	\$40 per hour	\$65 per hour
Back Half		\$100	25	\$40 per hour	\$65 per hour
<b>Claude Burgess Center</b>	<b>4200 Kalwick</b>	\$250	90	\$75 per hour	\$85 per hour
<b>Kingsdale Recreation Center</b>	<b>2218 Kingsdale Drive</b>	\$100	25	\$25 for 2 hours	\$25 for 2 hours

Facility	Address	Deposits	Seating Capacity	Resident Rate	Non-Resident Rate
<b>Community Center</b>	<b>610 E. San Augustine</b>				
Room 6 & 12		\$250	90	\$75 per hour	\$85 per hour
Room 10,11, 17 & 18		\$100	25	\$40 per hour	\$65 per hour
Game Room		\$100	25	\$80 (Friday: 5:30 pm-8:30 pm; Saturday 1:30 pm -4:30 pm)	\$90 (Friday: 5:30 pm-8:30 pm; Saturday 1:30 pm -4:30 pm)

Facility	Address	Deposits	Seating Capacity	Resident Rate	Non-Resident Rate
<b>Jimmy Burke Activity Center</b>	<b>500 W. Thirteenth Street</b>				
Whole Building		\$1,500	600	\$110 per hour	\$185 per hour
Front Half		\$250/\$1000(with alcohol)	300	\$95 per hour	\$125 per hour
Back Half		\$250/\$1000(with alcohol)	300	\$85 per hour	\$115 per hour

PLEASE NOTE THAT THE JIMMY BURKE ACTIVITY CENTER IS THE ONLY FACILITY THAT ALLOWS THE CONSUMPTION OF ALCOHOL. Rentals for this facility cannot be booked past 11 pm on Friday and Saturday and 10 pm on Sunday - Thursday. Police Department presence is mandatory with alcohol consumption. The rate for an officer is \$45 per hour (price subject to change without notice) and you are required to have them during the entire rental. The payment is made directly to the Deer Park Police Department and will not be included in your initial rental cost. Alcohol cannot be sold on the premises. If alcohol is being served a cover charge for entry cannot be imposed on guests.

Facility	Address	Deposits	Seating Capacity	Resident Rate	Non-Resident Rate
<b>Maxwell Adult Center</b>	<b>2101 Center Street</b>				
Arts and Crafts Room		\$250	25	\$40 per hour	\$65 per hour
Class Room		\$250	25	\$40 per hour	\$65 per hour
Dining Room		\$250	25	\$25 per hour	\$35 per hour
Multipurpose Room		\$250	75	\$75 per hour	\$85 per hour

## Sports Rental Facilities

Facility	Address	Deposits	Rental Rate	Additional Information
<b>Adult Sports Complex</b>	<b>2600 East Pasadena Blvd.</b>			
Practice (No field preparation)		No Deposit	\$25 for 2 hour per field	There is a \$10 per hour per field charge for lights on all practices, games and tournaments occurring after sunset. Please note that there is a 12 hour maximum rental time on all fields.
Field Rental-Half Day (Fri-Sun)		No Deposit	\$40 for 2 hour per field	
Game/Tournament		\$500 Deposit	\$200 per field/ per day	
<b>Sand Volleyball Courts</b>	<b>610 East San Augustine</b>			
Practice		No Deposit	\$25 for 2 hour per field	Please note that there is a 12 hour maximum rental time on all fields.
Game/Tournament		\$100 Deposit	\$25 per hour per field	

## Pavilions

Facility	Address	Deposits	Rental Rate	Additional Information
<b>Dow Park</b>	<b>610 East San Augustine</b>			<ul style="list-style-type: none"> <li>Pavilions are open to the general public for use.</li> <li>Pavilions are also available for reservation on a fee basis.</li> <li>Reservations are made on a first come first serve basis. Paperwork must be completed by the person using the pavilion and will only be valid for the name on the contract. Subletting of pavilion to another group or patron is not allowed.</li> <li>Pavilions may also be rented for the day (8 am - 6pm)</li> <li>Any violations of this will result in termination of a contract and loss of all deposits.</li> <li>Please visit <a href="http://www.deerparktx.org/parksandrec">www.deerparktx.org/parksandrec</a> or call 281-478-2050 for more information on reserving a pavilion.</li> </ul>
Large Dow Park Pavilion		\$100	\$25/ hour Resident \$40/hour Non-resident	
Small Dow Park Pavilion		\$100	\$10/ hour Resident \$25/hour Non-resident	
Splash Park Pavilion		\$100	\$10/ hour Resident \$25/hour Non-resident	
<b>McHenry Park</b>	<b>1201 Center Street</b>			
McHenry Park Pavilion		\$100	\$10/ hour Resident \$20/hour Non-resident	
<b>Bayou Bend Park</b>	<b>4200 Kalwick Drive</b>			
Bayou Bend Park Pavilion		\$100	\$10/ hour Resident \$20/hour Non-resident	

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