

Fort Bend County Rental Application

Fort Bend County Administration Office:

Kitty Hollow Park – Dew House Heritage Museum
P.O. Box 509
Fresno, Texas 77545
(281) 835-9419

Barbara Jordan Community Center
8714 Park St.
Needville, TX 77461

Mustang Community Center
4521 FM 521 North
Fresno, Texas 77454

Fifth Street Community Center
3110 Fifth Street
Stafford, Texas 77477

Four Corners Community Center
15700 Old Richmond Road
Sugar Land, TX 77478
(281) 983-9294



Date of Application: _____
Facility: _____
Person/Group Applying: _____
Date Requested: _____
Beginning Time: _____ Ending Time: _____
Description of Event: _____
Number of Attendants: Adults: _____ Teens: _____ Children: _____
How Many Chairs: _____ Tables: _____

I have read and agree to abide by the attached policies of Fort Bend County Facilities. I understand that I am responsible for any accidents or damages that may occur during the time I have use of the building. I understand that NO ALCOHOLIC BEVERAGES will be served. I will be present during the entire reservation time.

PRINT NAME OF RESPONSIBLE: _____
SIGNATURE OF RESPONSIBLE: _____
ADDRESS: _____
City/State/Zip Code: _____
TELEPHONE NUMBER-DAY: _____ NIGHT: _____

OFFICE USE ONLY

Date Received: _____
Classification: _____
Administration Fee (Non-Refundable): _____
Rental: (HRS: _____ X \$ 25.00 = \$ _____)
Additional Rental: (HRS: _____ X \$ 25.00 = \$ _____) Date: _____
Officer Security: (HRS: _____ X \$ _____ = \$ _____)
Custodian Fee: _____
TOTAL: _____
Approved By: _____
County: _____
Security: _____

FORT BEND COUNTY PARKS & RECREATION DEPARTMENT

ADMINISTRATION OFFICE: KITTY HOLLOW PARK— HIGHWAY 6 SOUTH MISSOURI CITY, TEXAS 77459

Dew House Heritage Museum located in Kitty Hollow Park

Barbara Jordan Community Center 8714 Park St., Needville, TX 77461

Mustang Community Center 4521 FM 521, North Fresno, TX 77545

Fifth Street Community Center 3110 Fifth Street, Stafford, TX 77477

MAILING ADDRESS: P.O. BOX 509 FRESNO, TEXAS 77545-0509

FOUR CORNERS COMMUNITY CENTER: 15700 OLD RICHMOND RD., SUGARLAND, TEXAS 77479

OFFICE: 281-983-9294 FAX: 281-498-4404

OFFICE HOURS: 8 AM TO 4 PM CLOSED FOR LUNCH, WEEKENDS AND HOLIDAYS

OFFICE: 281-835-9419 FAX: 281-416-0682

Dew House Heritage Museum, Barbara Jordan Community Center, Four Corners Community Center, Mustang Community Center, and Fifth Street (Stafford) Community Center shall be available for private use to all county residents in accordance with the following terms and conditions set forth below.

1. **RESERVATIONS:** All reservations must be made by applying through the Parks and Recreation Department between the hours of 9:00 a.m. and 3:00 p.m. Monday through Friday. Reservations are on a first-come, first serve basis and must be made by such applicant in person or his duly authorized agent. All usage fees, as set forth in the Fee Schedule section, must be paid at the time of making reservation.

****No reservation will continue any later than 2:00 a.m. and everyone must have cleaned and vacated the premises. ****

2. **CANCELLATIONS:** A cancellation must be in writing no later than two weeks prior to any event scheduled for private use. Any cancellation without two weeks notice will result in a forfeiture of all fees pertaining in whole or in part to said event. Furthermore, failure to timely cancel an event in writing may result in a cancellation of all future confirmed reservations made by the applicant.

3. **COUNTY PROGRAMS:** Programs conducted by the County will be given priority at all times and the County reserves the right to cancel any reservations that may conflict with a County sponsored event or program.

4. **CLEAN-UP:** It is the responsibility of the applicant to clean up after using the County Facilities for a scheduled event on the date of the event.

A.) **For Community Centers:** This includes returning all tables and chairs to their proper places, depositing trash in the outside receptacles, and sweeping and mopping the floors (with mild soapy water) within the time rented.

B.) **Dew House Heritage Museum:** floors will be broom swept, **NO MOPPING** of floors, includes depositing trash in the outside receptacles.

5. **ALCOHOLIC BEVERAGE:** The County **WILL NOT ALLOW** applicants to consume alcoholic beverages of any kind on its property.

6. **YOUTH:** Groups comprised of 17 years old and younger must have one adult present for each 20 patrons.

7. **DECORATIONS:** No decorations will be attached to the walls or ceilings.
8. **NO SMOKING:** There shall be **NO SMOKING** in any County Facilities.
9. **TABLECLOTHS:** Tablecloths must be used on tables if food, paint, or liquids are involved in the scheduled event.
10. **SET-UP:** It is the responsibility of the applicant to set up the tables, chairs, and any other items necessary for an event scheduled for private use.
11. **INDEMNIFICATIONS:** Applicants agree to indemnify and hold harmless the County, its officers, agents, and employees from any and all actions, claims, costs, damages, attorney's fees, and court costs arising out of the use of the said County Facilities by the applicant. Furthermore, such indemnification shall apply with respect to all acts or omissions of applicant, applicant's invitees, licensees, agents, subcontractors, or volunteers associated with the rental of said County Facilities.
12. **LOSSES, DAMAGES, ARISING FROM RENTAL USE:** The County is not responsible for lost, damaged, or misplaced property placed in or on its facilities or grounds. Furthermore, the County is released and discharged from any and all liability for loss, injury, or damage to persons or property that may be sustained arising out of the use or occupancy of the said facilities.
13. **COMPLIANCE WITH APPLICABLE LAWS – APPLICANT RESPONSIBILITY:** Applicants using the said County Facilities shall comply with all federal, state, and local laws. Furthermore, applicant assumes full responsibility and liability for all acts and omissions of agents, subcontractors, or volunteers that may result in a violation of any of the terms and conditions set forth in the Rules for Private Use.
14. **ENTRANCE TO FACILITIES:** The County will be responsible for opening and closing the facility.
15. **DANCES:** The County may require that dances have a certified law enforcement officer or officers on duty during a scheduled dance event, taking into consideration, among other things, the size of the group anticipated to use the said County Facilities, the average age of the group, and past experiences with a group. The County will determine the number of certified law enforcement officers required.
16. **CLASSIFICATIONS OF PRIVATE USE AND FEE SCHEDULE:** The term "private use", as used throughout the Rules for Private Use, shall mean a use of the said County Facilities which is not a County sponsored event or program.
 - A. **The classifications of private use of this building shall be as follows:**
 - a. **CLASS I-PRIVATE:** This class shall comprise of all private use, including wedding receptions, private parties, and dances.
 - B. **Fee Schedule:** There will be a charge of **\$25.00 per hour** for use of said County Facilities with a minimum of three (3) hours.
 - C. **Fee Schedule:** A registration fee of **\$25.00** will be payable at the time of the application. Fees in the amount of **one hundred fifty dollars (\$150.00)** will be assessed if buildings are not cleaned and tables and chairs put back in place.