

FORT BEND COUNTY PARKS & RECREATION DEPARTMENT

ADMINISTRATION OFFICE: KITTY HOLLOW PARK-9555 Hwy 6 South MISSOURI CITY, TX 77459

MAILING ADDRESS: 301 Jackson Street, Richmond, TX 77469

OFFICE: 832-471-2575 FAX: 832-471-1810

FORT BEND COUNTY COMMUNITY CENTERS

MUSTANG COMMUNITY CENTER

4521 FM 521

North Fresno, TX 77545

FIFTH STREET COMMUNITY CENTER

3110 Fifth Street

Stafford, TX 77477

FOUR CORNERS COMMUNITY CENTERS

15700 Old Richmond Road

Sugar Land, Texas 77498

LANDMARK COMMUNITY CENTER

100 Louisiana Street

Missouri City, TX 77489

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

Four Corners Community Centers, Mustang Community Center, Fifth Street Community Center and Landmark 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 8:00 a.m. and 3:30 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 12:00 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. **This includes returning all tables and chairs to their proper places, depositing trash in the outside receptacles, and sweeping and mopping the floors (with soapy water) within the time rented.**

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 for Community Centers and (FCMC) Conference Room & Multipurpose Room:** A registration fee of **\$25.00** will be payable at the time of the application, as well as a charge of **\$25.00 per hour** for use of said County Facilities, with a minimum of three (3) hours.
 - C. **Fee Schedule for (FCMC) Gym:** A registration fee of **\$25.00** will be payable at the time of the application, as well as a charge of **\$100.00 per hour**, with a minimum of three (3) hours.
 - D. **Fee Schedule:** 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.