

FORT BEND COUNTY FY 2009
COMMISSIONERS COURT AGENDA REQUEST FORM
Return Completed Form to: Agenda Coordinator, County Judge's Office

Date Submitted: Sept 16,2009 Department: Parks
Court Agenda Date: Sept 22,2009 Phone Number: 281 642 3716.

SUMMARY OF ITEM: Take all appropriate action to remove Rental deposit section 16-C of the rental agreement for Mustang, Fifth Street, and Four Corners Community Centers. Add new section 16-C to Agreement detailing Registration Fees for rental of Centers.

RENEWAL AGREEMENT/APPOINTMENT: YES NO
REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES NO
List Supporting Documents Attached:

FINANCIAL SUMMARY:

BUDGETED ITEM: YES NO

FUNDNG SOURCE: Accounting Unit: Account Number:

REQUIRES AUDITOR TO CERTIFY FUNDS: YES NO

Instructions to submit Agenda Request Form:

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms may be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

DISTRIBUTION:
Original Form Submitted with back up to County Judge's Office (✓ when completed)
If by E-Mail to ospindon@co.fort-bend.tx.us If by Fax to (281) 341-8609
Distribute copies with back-up to all listed below. If by fax, send to numbers below:

<input checked="" type="checkbox"/> Auditor (281-341-3774)	<input checked="" type="checkbox"/> Comm. Pct. 1 (281-342-0587)
<input checked="" type="checkbox"/> Budget Officer (281-344-3954)	<input checked="" type="checkbox"/> Comm. Pct. 2 (281-403-8009)
<input type="checkbox"/> Facilities/Planning (281-633-7022)	<input checked="" type="checkbox"/> Comm. Pct. 3 (281-242-9060)
<input checked="" type="checkbox"/> Purchasing Agent (281-341-8642)	<input checked="" type="checkbox"/> Comm. Pct. 4 (281-980-9077)
<input type="checkbox"/> Information Technology (281-341-4526)	<input type="checkbox"/> County Clerk (281-341-8697)
<input type="checkbox"/> Other:	<input checked="" type="checkbox"/> County Atty (281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify): Funds that are deposited by the department are taking 4 to12 weeks to be returned to the customer, request that deposits be waived and a 25.00 registration fee be charged per rental as part of the rental agreement.

FORT BEND COUNTY PARKS & RECREATION DEPARTMENT

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

Mustang Community Center/ Fifth Street Community Center

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

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

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

Four Corners Community Center, Mustang Community Center, and Fifth Street 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 and deposits, 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 and deposits 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 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 an 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 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.**

****FLOORS MUST BE SWEEPED, MOPPED (WITH SOAP WATER ONLY), & TRASH TAKEN OUT TO THE DUMPSTERS OR APPROPRIATE AREA****