



## CITY OF JERSEY VILLAGE

### RULES AND REGULATIONS FOR USE OF PUBLIC FACILITIES

- A. Definition of the types of organizations using the Municipal Government Center and Civic Center facilities:
1. Service & Civic  
Scouts (Girls & Boys)  
Little League  
Swim Team  
Garden Club  
AARP  
Home Owner's Associations  
Civil Air Patrol  
Governmental
  2. Non-Social: Classes & Meetings (non-profit organizations only)  
Church Meetings  
American Legion Meetings  
Union Meetings  
Cy-Fair Retired Teachers Assn. Meetings  
Political Functions
  3. Social Weddings  
Anniversary Parties  
Reunions  
Birthday Parties  
Other Celebrations
  4. Profit Functions  
Classes for Profit  
Business meetings
- B. Facility rules and regulations governing the use of Municipal Government Center Rooms and Civic Center:
1. Facilities may be reserved on a first come, first serve basis by submitting the request in writing to the City Secretary's office. Facilities shall be available for rental Tuesday through Thursday from 10:00 am to 10:00 pm, and Friday through Sunday from 10:00 am to midnight.



2. Governmental, elections and other civic functions shall have preferential use of the facilities.
3. Facilities may be used only for lawful purposes. In order to insure such lawful purpose, the City of Jersey Village Police is authorized to enter the building or premises at any time without notice and without warrant.
4. Alcohol beverages are allowed only in the Civic Center Auditorium and in full compliance with the following regulations:
  - a. Alcohol may not be served between the hours of 12:00 midnight and 12:00 noon. The sale of alcoholic beverages on the grounds of the Municipal Government Center or within the Civic Center Auditorium is prohibited.
  - b. Applicant will utilize peace officers assigned by the Jersey Village Police Department. Applicant will pay the current hourly rate as stated in the fee schedule.
  - c. The City Manager may require additional liability insurance or insurance from the applicant.
  - d. Alcohol/Security Agreement form must be on file with the City Secretary.
  - e. Attendees under the age of 21 will not be allowed when unaccompanied by a parent or legal guardian.
  - f. The possession and use of alcoholic beverages shall comply with all applicable laws.
5. The City Manager may require an event in the Civic Center which the applicant is anticipating ten (10) or more individuals 17 years of age or under, the applicant must be in full compliance with the following regulations:
  - a. Applicant will utilize peace officers assigned by the Jersey Village Police Department. Applicant will pay the current hourly rate as stated in the fee schedule.
  - b. In addition, the applicant must provide one (1) chaperon for every twenty-five (25) individuals.
  - c. These requirements do not apply to small children's birthday party, family reunion, etc.
6. Keys should be picked up at Police Dispatch office, and returned immediately after use. A photo I.D. will be required before the key is issued.
7. No equipment or supplies (i.e. extension cords, microphones, sound system, etc.) will be supplied by the City.
8. It is the responsibility of the renter to set up for the event. The renter will be expected to set up, break down, and clean up within the time frame reserved. Failure to clean the room will result in loss of deposit, if a deposit is required.



Any renter failing to comply with these rules may forfeit the right to any future use of the facility. Cleanup supplies will be provided such as vacuum cleaner, broom, and trash bags.

- Put away tables and chairs
  - Sweep up crumbs, spills, etc.
  - Remove food, drinks, containers, equipment, and personal items.
  - Empty trashcans and remove trash from building. A trash dumpster is located behind the Civic Center and at the Police Building.
9. Approximately (280) chairs, (20) 8' tables are provided at no charge. This is provided as a courtesy, there is no guarantee on the quantity or quality of these tables or chairs. It is your responsibility to provide additional tables or chairs for your event if these are not adequate for your needs.
  10. The air conditioners at the Civic Center are controlled by timers on the thermostat. Do not turn the thermostat off. Instructions for controlling the temperature are posted by the thermostats.
  11. Candles are not permitted except with the permission of the fire marshal.
  12. Do not use tacks, nails or staples on walls or floors. Balloons will be allowed inside the building but it will be the responsibility of the renter to insure that the balloons are properly secured and do not allow them to get into the rafters of the ceiling. If so, such will result in the forfeiture of the deposit.
  13. Smoking is prohibited inside public buildings.
  14. Animals of any kind are not permitted in the facility with the exception of service animals.
  15. The renter will assume responsibility for any damage to equipment, furniture or building incurred during their use of properties.
  16. In case of emergencies during use of buildings, notify Police Dispatch to contact the proper authority.
  17. Long-term advance reservations up to 12 months may be considered on a case-by-case basis by application to the City Secretary's office.
  18. Applicant must be at least 21 years of age to reserve the facilities.
  19. In case of any confusion or misunderstanding, the City Manager will resolve the matter.



C. FEE SCHEDULE

	<u>Deposit</u> (Refundable)		<u>Rental</u>	
	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
1. Service & Civic Organizations	0.00	\$150.00	0.00	\$150.00
2. Non-Social	0.00	\$150.00	0.00	\$150.00
3. Social	\$250.00	\$500.00	\$350.00	\$1,400.00
4. Profit Functions	\$500.00	\$1,000.00	\$500.00	\$1,400.00

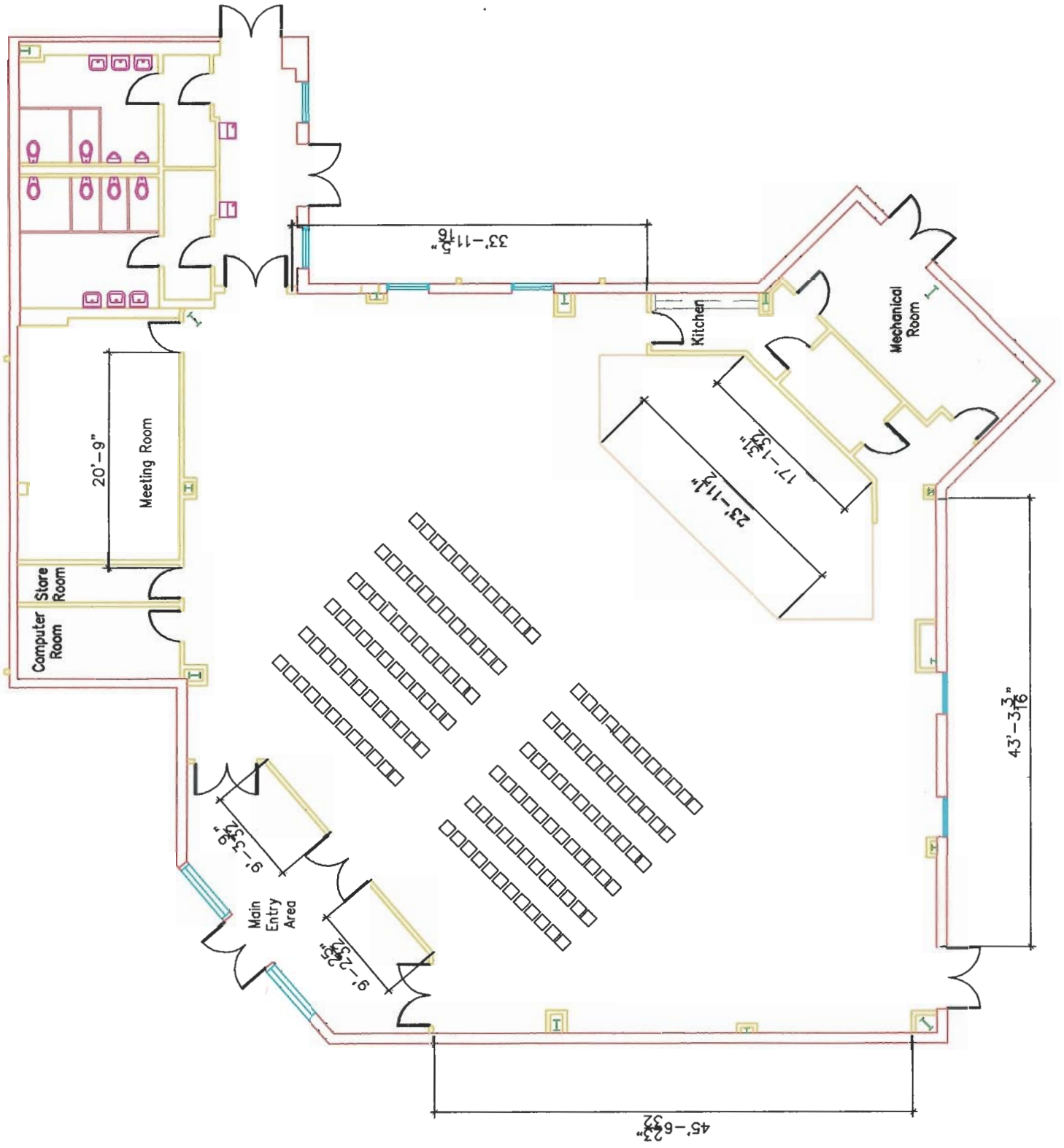
5. Police Officer Charges: \$70.00 per hour (four (4) hour minimum)

<u>Number of Attendees</u>	<u>Officer(s) Required</u>
1 to 50	1 Officer
51 to 100	2 Officers
101 to 150	3 Officers
151 to 200+	4 Officers

A maximum of 4 officers.

6. A food and beverage fee of \$1.00 per person for a resident and \$3.00 per person for a non-resident will be assessed when food and beverages are brought in. Food and beverage will be considered any form of food and/or drinks.
7. A resident is someone who resides in the City of Jersey Village and the event must be for or in connection with an individual within the resident's immediate family.
8. All fees due will be paid in advance at the time the application is submitted. Reserved times will be strictly adhered to. No additional usage will be allowed unless prior arrangements are made.
9. A full time employee of the city may reserve the facilities at the same rate as a resident of the city and the event must be for or in connection with an individual within the employee's immediate family.

For more information please contact Terry Brunskill at 713-466-2174 or via e-mail at [tbrunskill@ci.jersey-village.tx.us](mailto:tbrunskill@ci.jersey-village.tx.us)







**CITY OF JERSEY VILLAGE  
 FACILITY RESERVATION APPLICATION  
 AND  
 RENTAL AGREEMENT  
 APPLICATION**

Date: \_\_\_\_\_

Applicant Name/Group/Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

E-mail Address: \_\_\_\_\_

Facility requesting:  Civic Center Auditorium  Civic Center Conference Room  
 Municipal Government Meeting Room

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time Facility requested: \_\_\_\_\_ to \_\_\_\_\_

Will food and/or beverages be served?  Yes  No

Will alcohol be on premises?  Yes  No

Approximate number of attendees: \_\_\_\_\_

Are the majority of the attendees under the age of 18?  Yes  No  
 (City Manager may require officers if majority of attendees are under the age of 18)

(The City has 20 8-foot rectangle tables available for use.)

**\* Events requiring police officers, applications must be submitted at least five (5) working days prior to event.**

**For Office Use Only**

Deposits and Fees:

Resident (R)/Non-Resident (NR): \_\_\_\_\_

Fee Category: \_\_\_\_\_  
 (service & civic organizations, non-social, social, profit function, political)

(148.0) Rental Fee: \_\_\_\_\_

Check # & Date Paid: \_\_\_\_\_

(148.3) Deposit: \_\_\_\_\_

Check # & Date Paid: \_\_\_\_\_

(148.1) Food & Beverage Fee: \_\_\_\_\_

Check # & Date Paid: \_\_\_\_\_

(148.2) Police Officer Fee: \_\_\_\_\_

Check # & Date Paid: \_\_\_\_\_

Total Due: \_\_\_\_\_

Check # & Date Paid: \_\_\_\_\_

## TERMS

The application represents and certifies that:

1. All information provided in the application is true and correct.
2. Applicant and user will bear all costs of clean up and damage; and for this purpose the City may retain part of or all of the deposit and excess will be reimbursed to applicant and user, or either of them, within 30 days.
3. Misrepresentations or erroneous information in the application may result in the denial of future applications and use.
4. WAIVER OF LIABILITY:
  - a. I understand the City of Jersey Village is not responsible for the loss of damage to any equipment or supplies of the renter. \_\_\_\_\_ (initials)
  - b. To the fullest extent permitted by law, RENTER, shall indemnify and hold harmless the City of Jersey Village from and against claims, damages, losses, and expenses, including but not limited to, attorney's fees, which arise out of or in any way relate to any and all personal injury, death and/or property damage in connection with rental by the City to the rentals of the Facility (as defined in the Reservation Applications), and arising out of any act and/or omission by the City and/or of any and all of the City's agents, representatives, servants, and employees, including, but not limited to negligence, gross negligence, strict liability, breach of express or implied warranty, breach of fiduciary duty, breach of the duty of good faith and fair dealing, fraud, conspiracy, conspiracy to defraud, deceptive trade practice allegations, misrepresentations, or contribution, or any other claim, whether based on tort, contract, or under theory of recovery, under any state or federal law, or whether for compensatory for punitive damages (or any types of damage whatsoever). In no event will ht City of Jersey Village be liable for special indirect or consequential damages arising out of, or in connection with, the rental of the Facility rendered under this agreement.
5. I have received and read the rules and regulations and understand the fee structure. \_\_\_\_\_ (initials)
6. I am at least 21 years of age for this application to be considered.
7. The City requires that the applicant provide adequate security protection at any function attended by varying numbers of persons and has guidelines for the number of peace officers needed per volume of attendants and the nature of the function.



\_\_\_\_\_  
Applicant's Signature/Date





**CITY OF JERSEY VILLAGE**  
**ALCOHOL/SECURITY AGREEMENT**

Date: \_\_\_\_\_

Applicant Name/Group/Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time Facility requested: \_\_\_\_\_ to \_\_\_\_\_

Time that alcohol will be served: \_\_\_\_\_ to \_\_\_\_\_

Approximate number of attendees: \_\_\_\_\_

1. I acknowledge that alcoholic beverages will be served during the time of this event. I further understand that it is a violation to serve alcohol to minors, and I agree to take the steps necessary to comply with this law.
2. I acknowledge that a licensed peace officer or officers will be assigned by the Jersey Village Police Department to provide security for my scheduled event and must be present at all times alcohol is being served or consumed.
3. I acknowledge that the officer or officers assigned will be paid at a rate of \$70.00 per hour with a four (4) hour minimum with payment being made directly to the City of Jersey Village.
4. I acknowledge that the number of officers assigned to my event is based on the following number of attendees:

<u>Number of Attendees</u>	<u>Officer(s) Required</u>
1 to 50	1 Officer
51 to 100	2 Officers
101 to 150	3 Officers
141 to 200+	4 Officers

A maximum of 4 officers

5. I acknowledge that alcoholic beverages shall not be sold on the grounds of the Municipal Government Center or within the Civic Center Auditorium.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date