



Galveston County Parks & Cultural Services 4102
Main Street (FM 519), La Marque, TX 77568
Office Hours: Monday-Friday; 8am-5pm
www.galvestoncountytexas.gov

INDOOR FACILITY USE AGREEMENT

Send applications to program-info@galvestoncountytexas.gov

Is your event a (check one): Private Event Public/Fundraising Event

Date(s) Requested: _____ Reservations can only be made one year in advance.

Event Start time: _____ End time: _____ Total Hours: _____

(Must include setup, decorating, & clean-up in your rental time; We cannot add time the day of event)

Facility Requested: _____

Type of event (reunion, reception, birthday, etc.): _____

*Is this event a "Teen Youth Party"? Ask Permit Coordinator for details. YES NO

*Please see security requirements on page 5.

Total # attending event: _____ (security required for over 100 in attendance, see page 5)

*Are you having amplified sound (band, DJ, etc.)? YES NO If yes, security is required!

*Will your event have alcohol? YES NO

*If yes, security will be required. See page 5 for requirements. Beer, wine & champagne only.

Name of Applicant: _____ **(Photo ID req. / age 21+)**

Contact Name during Event: _____ Cell: _____

Company Name (if applicable): _____

Individual/Tax-Exempt (attach 501©(3))/For-Profit or Commercial: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Email address: _____

Cell Phone: _____ Other Phone: _____

Certain indoor facilities have additional amenities for rent. Please see page 2 and use the checklist below if you would like to rent (optional):

PA System: +\$50



Podium: +\$10

Set-Up & Break Down of Tables/Chairs

Small Facility: +\$125
Large Facility: +\$250

***Note:** Tables/Chairs are included in the rental fees; this is for county staff to do the set up & break down. Permit holders are still responsible for cleaning the facility.

Indoor Facility Permit Fees: Indoor Facility Use Agreements must be submitted at least 30 calendar days in advance of the event date and are made on a first-come, first serve basis. Events that are open to the public require a "Special Event Application". Please see the next page for a schedule of fees. At a minimum, the required deposit is due at the time of reservation. **Deposit refund checks can take anywhere from 45-60 days after the event to receive in the mail.**

INDOOR FACILITY - COMMUNITY CENTER FEES

Center and Capacity	User Fees	User Fees	Deposit/Optional Fees
Click on Facility Name for Pictures	Individual/Tax-Exempt	Commercial/For Profit	
Walter Hall Pavilion Bottom Floor (300) Room size 79' x 68' (5, 372 sq. ft.)	\$85.00 per hour; Three (3) hour minimum. Add'l \$25.00 per hour for overtime (10pm-12am).	\$170.00 per hour; Three (3) hour minimum. Add'l \$25.00 per hour for overtime (10pm-12am).	Deposit \$400.00 Set-Up/Break Down \$250.00 PA System \$50.00 Podium \$10.00
Wayne Johnson Community Center (300) Entire multi-purpose room Room size 71' x 67' (4,757 sq. ft.)	\$85.00 per hour; Three (3) hour minimum. Add'l \$25.00 per hour for overtime (10pm-12am).	\$170.00 per hour; Three (3) hour minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	Deposit \$400.00 Set-Up/Break Down \$250.00 PA System \$50.00 Podium \$10.00
Runge Community Center (120)	\$50.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	\$80.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	Deposit \$250.00 Set-Up/Break Down \$125.00 PA System \$50.00 (If available)
Bayside Community Center (Capacity 200) Main room 3180sq. ft.	\$85.00 per hour; Three (3) hour minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	\$170.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	Deposit \$400.00 Set-Up/Break Down \$250.00
Dickinson Community Center (100)	\$50.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	\$80.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	Deposit \$250.00 Set-Up/Break Down \$125.00 PA System \$50.00 (if available) Podium \$10.00
Pioneer House (75)	\$50.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	\$80.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	Deposit \$250.00 Set-Up/Break Down \$125.00 Podium \$10.00
Walter Hall Pavilion Top Floor (25)	\$20.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	\$40.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	Deposit \$250.00 Set-Up/Break Down \$125.00 PA System \$50.00 (if available) Podium \$10.00 (if available)
Joe Faggard Building (20)	\$50.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	\$80.00 per hour; No hourly minimum. Add'l \$25.00 per hour for overtime (10pm-12am)	Deposit \$250.00 Set-Up/Break Down \$125.00

***Please note that overtime rates are applied on County holidays and anytime before 8am or after 10pm.**

***Indoor facilities can only be rented until 12:00am (midnight).**

Click on Facility Name for Pictures	*Tables	*Chairs	Stage	PA System	Podium
Walter Hall Downstairs 3,540 sq. ft.	40 - 60" round 14 - 6" rec	290 black mesh folding chairs	Built into facility	YES - small Portable If available	YES
Wayne Johnson 4,759 sq. ft.	40 - 60" round 15 - 8' rec	180 (no arms) 100 (w/arms) Black mesh	NO	YES - Built in sound	YES
Runge 2,300 sq. ft.	18—8' rec	100 Black mesh	NO	YES - small Portable If available	NO
Bayside 3180 sq. ft. Main Room	30 - 60" round 8 - 6' rec	160 (no arms) 20(with arms) Black mesh	NO	YES - small Portable If available	YES
Dickinson 1,339 sq. ft.	14 - 60" round 2 - 6' rec	100 (no arms) 10 (w/arms) Black mesh	NO	YES - small Portable If available	YES
Pioneer House	10 - 6' rec	35 (no arms) 15 (w/arms) Black mesh	NO	NO	NO
Joe Faggard	6 - 72" round	30 folding chairs	NO	NO	NO
Walter Hall Upstairs 1,066 sq. ft.	8 - 8' rec	25 (no arms) Black mesh	NO	NO	NO

RESERVATION POLICIES: The undersigned applies for a facility reservation and agrees to the regulations listed below as established by the Galveston County Department of Parks and Cultural Services.

1. Permit Holder must have approved permit and facility use agreement in their possession during their use of the permitted facility.

2. Permit Holder must be age 21 or older.

3. Private Function applicants for permits must complete an Indoor Facility Use Agreement. The completed Indoor Facility Use Agreement must be submitted to the Permit Office at least 30 days in advance of the rental date, deposit is due at the time of the reservation. Rental must be paid in full at least 30 days in advance of rental date. If the reservation is made via fax or email, a credit card (Visa/Mastercard/Discover) payment for the deposit must secure the rental.

4. Cancellations: If a permit holder wishes to cancel an event, the notification must be given in writing at least 30 calendar days in advance prior to the permitted event in order to receive a refund for rental user fees. Cancellations may be charged a \$30 administrative fee. Failure to comply with these deadlines will result in the forfeiture of deposit. Refunds will be processed through the County's accounts payable division and mailed to the permit holder in approximately 45-60 days after the cancellation request.

5. Indoor Facility Usage is billed by the hour. Facilities will only be open at the times specified on the contract and paid for. Please include your set-up time (remember to include any vendors that may need access to the facility in advance) and allow at least one hour for clean-up when scheduling your event. Permit Holder is responsible for the set-up/break-down of all tables and chairs for the event unless the set-up/break-down fee is paid 30 calendar days prior to the reservation. If the Permit Holder requests assistance from County staff in the set-up or break-down, the fee will be assessed. If usage extends beyond the time specified on the contract, additional usage, overtime fees and security fees (if applicable) will be assessed. **County staff will meet the Permit Holder at the time specified on the contract (not any earlier) to open the facility and once the post-event inspection has taken place, the facility will be locked and will not be reopened.**



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6. Deposit/Damages: All or part of the deposit may be refunded, depending on the condition in which the facility or areas surrounding the facility are left as reported on the Facility Data Report (FDR). If the facility or grounds is damaged, not thoroughly cleaned, hours on the permit are not adhered to (this list is not meant to be all inclusive or limiting), all or part of the deposit will be retained. For Deposits paid via credit card, the refund amount will be the total of the transaction less the convenience charge (i.e. a \$400 deposit with a \$10 conv. charge = \$410; the deposit refund will be \$400). Deposit refunds will be processed through the County's accounts payable division and mailed to the permit holder in approximately 45-60 days after the conclusion of the event. Unfortunately, deposit checks are not able to be picked up in person.

7. Cleaning and Trash: Permit Holders are responsible for the cleaning of the facility and Permit Holder is allowed to contract cleaning services but must remain on premises until cleaning is complete. Permit Holder agrees to mop and sweep all rooms including banquet rooms, bathrooms, kitchens and entryways and return tables and chairs to proper locations. Trash cans, bags, mops, brooms, mop bucket and cleaning supplies are provided. Trash cans are for use for trash only. County staff will inspect the facility immediately following the event. If the facility is not satisfactorily cleaned, part or all of the deposit will be forfeited and the Permit Holder may be billed for an additional amount depending on the time required for the cleaning of the facility.

Contact Name of Cleaning Service (please print): _____

Phone Number of Cleaning Service: _____

8. Recognized Holidays & Other Unavailable Dates: Indoor facilities cannot be permitted on County holidays. County holidays are: New Years Day, Good Friday, Easter Sunday, Veterans Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day; the facility may not be available the Friday prior or Monday after the holiday in accordance with the County's Holiday schedule. County Holidays are subject to change.

Martin Luther King, Jr. Day, Memorial Day, July 4th and Labor Day will be available to permit subject to staff availability and with an additional overtime rate of \$25.00 per hour.

9. No decorations may be applied to the walls, ceilings, or windows at any time. Staples, tacks, or nails may not be used in facilities. Candles, bubbles, sparklers, piñatas, rice, birdseed, confetti, silly string, smoke, fog machines, and glitter are strictly prohibited inside of facility. Only birdseed and bubbles are permitted outside. No powdered materials are allowed on the floors in any facility. If fire alarm is set-off accidentally due to the above, the deposit will be retained.

10. All equipment brought to the facility by Permit Holder must be removed at the end of the event. The Department will not be responsible for any equipment or personal belongings left in facilities upon the completion of the rental and items will not be held for pick-up at a later date.

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11. **Security:** Uniformed "Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) certified Peace Officers, with the exception of reserve Peace Officers, employed by Law enforcement agencies located within Galveston County are required for any Public, Special Event or Company Picnic with alcohol or an estimated attendance of 100 or more, any Mass Gathering, or a Private Event with an estimated attendance of 100 or more, private events in which alcohol is present, or an event with admission fees, live bands, and DJs or amplified music.

The minimum number of Peace Officers required for events with alcohol is two for the first 199 people in attendance; of the two, one of the required Peace Officers must be a TCLEOSE Certified Galveston County Sheriff's Deputy or a Galveston County Constable. If an Event exceeds the attendance as defined below, one additional Officer for each additional 100 people in attendance is required. The Park Patrol Security Supervisor may require additional peace officers, if in their opinion, it appears such additional officers are warranted and can do so at a minimum of up to 24 hours in advance of the Event. Security is paid when the event begins (not during set-up) until the last event attendee leaves the facility. If officers arrive and the event has already begun, payment for each officer will be due according to the hours of the permit (retroactive).

NO ALCOHOL AT THE EVENT	EVENTS WITH ALCOHOL
1-99 = No Officer	1-199 = 2 Officers
100-199 = 1 Officer	200-299 = 3 Officers
200-299 = 2 Officers	300-399 = 4 Officers
300-399 = 3 Officers	400-499 = 5 Officers

It is the Permit Holder's responsibility to make arrangements for Security by contacting the Park Patrol Security Supervisor, during normal business hours (M-F; 8am-5pm) at either (409) 934-8122 or via cell phone at (409) 443-4608. Arrangements for Security under normal circumstances should be made 30 calendar days in advance.

12. **Teen Youth Party:** Any misrepresentation in the intent, type or nature of a youth party will be grounds for cancellation of the event and forfeiture of the event user fee(s) and deposit paid to secure exclusive use rights for the Teen Youth Party. All Teen Youth Parties will be accompanied by a minimum of three (3) chaperones (adults, 21+) based upon the number of youth attending and a fee is being charged for admission; in addition the Permit Holder must initial below to indicate that chaperones will be in attendance throughout the duration of the Event where entrance into the Event is open to the general public and not restricted to private use and/or attendance.

Security is required for all "Youth Teen Parties". Please refer to #11.

Teen Youth Party Chaperone Names (if applicable): _____

13. **Any changes in the scope of the permit (including security) must be finalized 30 calendar days before the event.**

14. No amusements are permitted inside County facilities including, but not limited to: moonwalks or inflates, children's rides, amusement rides, dunk tanks, and animal attractions.

15. No glass containers are allowed.



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16. Alcohol restrictions: The only types of alcohol that may be consumed in County facilities are wine, beer and champagne; liquor is prohibited.
17. Smoking is prohibited in any indoor facility.
18. Permit Holder is allowed to rent their own tables, chairs, PA system, podium, and stage however they must be delivered during the rental time and removed by the end of the time.
19. We are unable to refund for non-usage of additional rental items (PA and podium), unless they were deemed unavailable to rent by GCPD.
20. Facilities will only be open at the times specified on the contract and paid for; hours not used will not be refunded. Any changes in the scope of the permit must be finalized 30 calendar days before the event.
21. No changes will be allowed to be made to the reservation by any other person besides the permit holder.
22. The Galveston County Department of Parks & Cultural Services, the Galveston County Commissioners' Court and the County of Galveston are released from any liability for physical injuries or property damage sustained by Permit Holder and their guests, as well as from liability for loss of equipment or supplies.
23. Should your event need to be rescheduled due to a staff/clerical error, health or safety issue, a County function, or unforeseen events (i.e. deaths, sudden illness, loss of employment) or "Acts of God" (i.e. declared emergency and natural disasters), Permit Holder will be given notice at the earliest opportunity and User/Deposit Fees will be refunded or the event can be rescheduled.
24. Failure to abide by any of these General Conditions will automatically revoke the Permit and cancel the Reservation. All policies and fees in this application are subject to change.

*

Signature of Applicant

Date

* By checking this box, you agree to the rules and policies listed in this application.

Printed Name

Thank you for choosing Galveston County Parks & Cultural Services to host your event!
Should you have any comments, questions, or concerns please call us at 409-934-8101,
Monday-Friday from 8am-5pm or email, program-info@galvestoncountytx.gov



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FACILITY LOCATIONS & AMENITIES

Bayside Community Center, 4833 10th Street, Bacliff, TX 77518

Open M-F, 8am-5pm for tours; please call in advance (281) 316-8822
 Kitchen has an oven, refrigerator, microwave, & water fountain.
 All supplies must be furnished by Permit Holder.

Dickinson Community Center, 2714 Highway 3, Dickinson, TX 77539

Open M-F, 8am-5pm for tours; please call in advance (281) 309-5011
 Kitchen has an oven, refrigerator, and microwave (no ice machine).
 All supplies must be furnished by Permit Holder.

Johnson Community Center, 4102 Main Street, La Marque, TX 77568

Open M-F, 8am-5pm for tours; please call in advance (409) 934-8101
 Kitchen has a stove, refrigerator, & freezer (no ice machine).
 All supplies must be furnished by Permit Holder.

Pioneer House, 4106 Main Street, La Marque, TX 77568

To schedule a tour, please call us at (409) 934-8101 during normal business hours.
 Kitchen has a stove, oven, microwave, refrigerator & freezer.
 All supplies must be furnished by Permit Holder.

Joe Faggard Building, 1750 State Hwy. 87, Port Bolivar, TX 77650

To schedule a tour, please call us at (409) 934-8101 during normal business hours
 No kitchen available

Runge Community Center, 4605 Peck Ave., Santa Fe, TX 77510

To schedule a tour, please call us at (409) 934-8101 during normal business hours.
 Kitchen has a stove, oven, refrigerator & freezer.
 All supplies must be furnished by Permit Holder.

Walter Hall Pavilion, 807 Highway 3 North, League City, TX 77573

To schedule a tour, please call us at (409) 934-8101 during normal business hours.
 Downstairs kitchen has a refrigerator & small freezer. All supplies must be furnished by Permit Holder.
 Upstairs pavilion rentals must use outdoor restrooms. No kitchen available. Balcony not available for use.

RENTAL HOURS ARE 8:00AM - 12:00AM*, DAILY, FOR FACILITIES THAT DO NOT OPERATE M-F AS A COMMUNITY CENTER AND SUBJECT TO AVAILABILITY

Checklist / Notes:

For Office Staff Only:

Staff Initials: _____ Permit #: _____ Deposit Amount: \$ _____ CK# _____

User Fees

Method of Payment: Cash Check# _____ MO# _____ CC

____ Security Discussed / ____ Security Scheduled

____ Cleaning and Trash (discuss responsibilities)

____ Decorations / what is allowable and what is not ____ Set-up layout

____ Copy for Parks ____ Copy for Security

Route to Rental Supervisor for signature and final review _____

Rental Supervisor Signature: _____ Date: _____

NOTES:



PERMIT HOLDER LETTER FOR INDOOR RENTAL

Dear Permit Holder,

Thank you for choosing Galveston County Parks for your function! In an effort to insure that your rental expectations and the County's requirements are met, we have assigned a Parks Worker to be on duty during your function.

The Parks Worker is responsible for the following matters relative to your function:

- Opening and closing of the facility; according to hours specified on the contract
- Initial inspection of the facility
- Exchanging contact information with you in case any issues arise
- Notifying you of any issues that are discovered throughout the rental time
- Enforcement of all rental policies and procedures
- Restocking restroom supplies (no cleaning)
- Assisting you to find needed, available supplies in the building
- Setting up and troubleshooting issues with our podium and PA system (if applicable)
- Reminding you when one hour is left of your rental time
- Filling out incident/accident reports (if applicable)
- Final inspection walk through

As a Permit Holder, we need your understanding and assistance on several matters that are critical to the success of your rental. Please discuss this important information with your guests and vendors/contractors:

- Galveston County facilities are non-smoking. Designated smoking areas are located outside of the facility.
- Facilities will only be accessible during the paid hours you specify on your contract; no refunds will be given for hours not used. Facilities will not be made accessible earlier/later than specified on your contract.
- All equipment, decorations, food, etc. must be taken with the permit holder at the end of the rental. Items left at the facility will be disposed of.
- Clean up of the facility must be complete by the end of your rental time. It is recommended that cleaning begin one hour before the end of your rental. Cleaning supplies are provided and cleaning is mandatory.

Should any issues arise during your rental, please contact your Parks Worker as soon as possible for assistance. The Parks Worker will immediately contact a supervisor if they are not available to satisfy your questions or concerns.

If during the event, a permit holder or their guests damage the facility or the facility is not cleaned, the parks worker will notate the damage on a Facility Data Report (to be completed on the day of the rental). The permit holder will be contacted by Management regarding the damages, deposit retention, and/or fees for restitution.

Thank you for your immediate attention regarding this communication!

Permit Holder

Date

Submit applications along with a copy of driver's license to program-info@galvestoncountytexas.gov