



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

Is your event a (check one): \_\_\_\_\_ Private Event      \_\_\_\_\_ Public Event (requires sep. application)

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

Set-up time: \_\_\_\_\_ (at what time do you need the facility to be unlocked for set-up?)

Event Start time: \_\_\_\_\_ (when officers will arrive, if applicable)      End time: \_\_\_\_\_

Facility Requested: \_\_\_\_\_      Total Hours: \_\_\_\_\_

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:

\_\_\_\_\_ Stage @ Johnson CC: How many pieces: \_\_\_\_\_      Size: 8' X 6' (Add \$100.00) - 9 pieces total

\_\_\_\_\_ PA System (Add \$50.00)

\_\_\_\_\_ \*Set-Up & Break Down of Tables/Chairs (Add \$250 for large facilities or \$125 for small facilities)

\*Lay-out required

## INDOOR FACILITY - COMMUNITY CENTER FEES

Center and Capacity	User Fees		Optional Fees
	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).	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)	Set-Up/Break Down \$250.00 Stage \$100.00 PA System \$50.00 Podium \$10.00
Wayne Johnson Community Center (150) (1/2 of room) No kitchen access	\$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)	Set-Up/Break Down \$125.00 Stage \$100.00 PA System \$50.00 Podium \$10.00
Wayne Johnson Community Center (50-75) (1/4 of room) No kitchen access	\$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)	Set-Up/Break Down \$125.00 Stage \$100.00 PA System \$50.00 Podium \$10.00
Bacliff 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)	Set-Up/Break Down \$125.00
Dickinson 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)	Set-Up/Break Down \$125.00 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)	Set-Up/Break Down \$125.00 PA System \$50.00 (small)
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)	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)	Set-Up/Break Down \$125.00 PA System \$50.00 (if availa- ble) Podium \$10.00 (if available)

**\*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).**

**INDOOR FACILITY - COMMUNITY CENTER INVENTORY**  
**Subject to change - last updated 8/28/14**

<b>Center</b>	<b>*Tables</b>	<b>*Chairs</b>	<b>Stage</b>	<b>PA System</b>	<b>Podium</b>
<b>Walter Hall Downstairs</b> 3,540 sq. ft.	40 - 60" round 15 - 6' rec	300 (no arms) Black mesh	Built into facility	YES - small portable	YES
<b>Wayne Johnson</b> 4,759 sq. ft.	24 - round 6 - 7' rec 4 - 8' rec	200 (no arms) 30 (w/arms) 50 (folding) Black mesh	9 - 8' x 6' sections w/ramp & stairs	YES - Built in sound	YES
<b>Bacliff</b> 1,317 sq. ft.	7 - 8' rec	Metal - 45	NO	NO	NO
<b>Dickinson</b> 1,339 sq. ft.	15 - round (72") 1 - 6' rec 3 - 8' rec	100 (no arms) 10 (w/arms) Black mesh	NO	YES - small portable	YES
<b>Runge</b> 2,300 sq. ft.	18 - 8' rec 2 - 4' rec (wood)	Plastic - 140	NO	YES - small portable	NO
<b>Pioneer House</b>	10 - 6' rec	50 (no arms) Black mesh	NO	N/A	YES
<b>Walter Hall Upstairs</b> 1,066 sq. ft.	8 - 8' rec	25 (no arms) Black mesh	NO	YES, if available	YES, if available

**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 and rental fee payment must be submitted to the Permit Office at the time the reservation is made. If the reservation is made via fax or email, a credit card (Visa/Mastercard/Discover) payment for user fees 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 rental user fees.

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.



6. Damages: For indoor facility rentals for either private or public/special events and company picnics, following the conclusion of the Event if the Facility, Grounds or Beach or Dunes located on the Beach area is damaged or if the Facility, Grounds or Beach or Dunes area is not thoroughly cleaned, the Permit Holder agrees, as a condition of the issuance of the Permit to pay such charges as are assessed by the Department.

If a dispute arises out of or relates to the breach of this Agreement, and if the dispute cannot be resolved through negotiation, then the County and Contractor agree to submit the dispute to mediation. In the event that the County or Contractor desire to mediate any dispute, that party shall notify the other party in writing of the dispute it desires to mediate. Within thirty (30) days after receipt of the written notice of the dispute and the request to mediate, the parties shall attend a mediation conducted by a mutually agreeable mediator. If the parties do not achieve a resolution of the dispute by mediation, within ten (10) days after the mediator declares an impasse, either party may make a written demand for binding arbitration by an impartial and unbiased arbitrator. Mediation is a condition precedent for the filing of suit by the aggrieved party. The demand for arbitration must describe the dispute and the factual basis for the dispute in reasonable detail. The parties may agree, in writing, to appoint an impartial and unbiased arbitrator to hear the dispute. In the event that the parties are unable to agree on the appointment of an arbitrator, either party may file suit in either the county court-at-law or the district court of Galveston County to request appointment by the court of an impartial and unbiased arbitrator to hear the dispute and a referral of the case to the appointed arbitrator to conduct a binding arbitration. The arbitration shall be conducted according to the Commercial Arbitration Rules and Mediation Procedures (Including Procedures for Large, Complex Commercial Disputes) of the American Arbitration Association which are in effect on the date of the demand for arbitration is received by a party, except to the extent of a conflict with this Agreement.

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.

Contract 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.



**INDOOR FACILITY USE AGREEMENT - Page 5**

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) 771-5855.** 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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**INDOOR FACILITY USE AGREEMENT - Page 6**

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 (stage, PA, and podium), unless they were deemed unavailable to rent by GCPD.

20. 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.

21. 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.

22. 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

\_\_\_\_\_  
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 409-934-8100,  
Monday-Friday from 8am-5pm.



**FACILITY LOCATIONS & AMENITIES**

**Bacliff Community Center, 4503 11th 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, microwave, & ice maker.  
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) 934-8100  
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) 934-8100 during normal business hours.  
Kitchen has a stove, oven, microwave, refrigerator & freezer.  
All supplies must be furnished by Permit Holder.

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

To schedule a tour, please call us at (409) 934-8100 during normal business hours.  
Kitchen has an 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) 934-8100 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 #: \_\_\_\_\_

**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    \_\_\_\_\_ Stage layout

\_\_\_\_\_ Copy for Parks    \_\_\_\_\_ Copy for Security

Route to Program Manager for signature and final review \_\_\_\_\_

Program Manager 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
- 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.
- 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 and fees for restitution.**

Thank you for your immediate attention regarding this communication!

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Permit Holder

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Date