

BRAZORIA SCHOOL CIVIC CENTER
RESERVATION FORM *revised January 27, 2017*

DATE _____ PURPOSE _____

USERS NAME: _____ HOME PHONE _____

PHYSICAL ADDRESS: _____ WORK PHONE _____

MAILING ADDRESS: _____ DRIVER'S LIC.# _____

E-MAIL ADDRESS _____

TO BE RESERVED AT THE BRAZORIA SCHOOL CIVIC CENTER:

_____ CONFERENCE CENTER 209 N. NEVADA STREET

_____ CAFETERIA 100 FIRST STREET

_____ AUDITORIUM 202 W. SMITH

_____ GYMNASIUM 205 N. NEVADA STREET

_____ OUTSIDE GROUNDS HWY 36 AND SMITH ST.

_____ OUTSIDE GROUNDS N. NEVADA STREET

_____ OLD TOWN PARK MEETING ROOM, 1001 N. MARKET

DATES OF USAGE: _____

TIMES NEEDED (INCLUDING SET UP & CLEANING TIME) _____

**ALCOHOL ON PREMISE: _____ YES _____ NO APPROX. NUMBER OF PEOPLE

ATTENDING _____

DATE & HOURS OFFICER (S) NEEDED: _____

I have been given a complete set of Rules and Regulations for the Brazoria School Civic Center. I fully understand and will abide by them.

User's Signature: _____

FOR OFFICE USE ONLY

DEPOSIT _____ DATE _____ RECEIPT # _____

USER FEE _____ DATE _____ RECEIPT # _____

AMOUNT OF REFUND _____ CHECK # _____ CHECK DATE _____

FORM & DEPOSIT MUST BE RETURNED TO BHF IN FOUR (4) DAYS, OR THE DATE WILL BE FORFEITED. DEPOSIT DOES NOT GO TOWARD RENTAL FEE. RENTAL FEE IS DUE ON WHEN KEYS ARE PICKED UP OR THE DAY OF RENTAL, IF PREMISES ARE OPENED BY BHF.

**BRAZORIA SCHOOL CIVIC CENTER
RULES AND REGULATIONS**

1. FEES AND DEPOSITS:

ALL DEPOSITS MUST BE PAID AT THE TIME THE RESERVATION IS MADE. The reservation fee must be paid prior to delivery of the key to the user. If you must cancel 15 days prior to use only half of your deposit will be returned. If you cancel reservation 15 days or less, you do not receive your deposit .

YOUR DEPOSIT WILL NOT BE RETURNED FOR 10 DAYS TO ALLOW TIME FOR CHECK TO CLEAR.

**PROPOSED
BHF CONFERENCE CENTER (3363 SQ. FT.) 209 NEVADA STREET
RESERVATION**

4 HOUR MINIMUM: \$150
DAILY RATE: \$300
DAMAGE/CLEANUP DEPOSIT \$100
LCD PROJECTOR & SCREEN AVAILABLE \$100
SET UP ON NIGHT BEFORE IS AN ADDITIONAL \$50.00 BEGINNING AT 6 P.M. IF NOT RENTED OUT.
RENTAL INCLUDES USE OF 30 TABLES AND 100 CHAIRS

**PROPOSED
CAFETERIA RENTAL (2042 SQ. FT.) 100 FIRST STREET**

4 HOUR MINIMUM: \$200
DAILY RATE \$300
DAMAGE/CLEANUP DEPOSIT \$100
RENTAL INCLUDES USE OF 10 TABLES AND 75 CHAIRS

**PROPOSED
CAFETERIA & CONFERENCE CENTER TOGETHER**

HOURLY RATE: \$75 4 HOUR MIN.
DAILY RATE \$400

**PROPOSED
AUDITORIUM RENTAL (4027 SQ. FT.) 202 W. SMITH**

PAYING EVENT MINIMUM \$400
BUSINESS MEETING/CONFERENCE, ETC. \$100/HR. 3 HR. MIN. DAILY RATE \$400
CIVIC FUNCTION FROM FREE UP TO \$300 DEPENDING
ON EVENT AND USE OF ELECTRICITY, ETC.
DAMAGE/CLEANUP DEPOSIT \$100
AN OPERATOR FOR SOUND & LIGHTING SYSTEM MAY BE AN EXTRA
CHARGE

**PROPOSED
OLD TOWN PARK MEETING ROOM**

MEETING ROOM (SEATS 90) \$125 FOR 4 HOURS
TABLES & CHAIRS INCLUDED \$250 FOR FULL DAY
DAMAGE/CLEANUP DEPOSIT \$100
RENTAL INCLUDES 30 TABLES & 100 CHAIRS

PROPOSED
GYMNASIUM RENTAL (6000 SQ. FT.) 205 NEVADA STREET

DAILY RATE: \$400 1 day
DAMAGE/CLEANUP DEPOSIT \$100
RENTAL INCLUDES 50 TABLES AND 300 CHAIRS

PROPOSED
OUTSIDE GROUNDS RENTAL HWY 36 AND SMITH STREET

DAILY RATE: \$100

PROPOSED
OUTSIDE GROUNDS RENTAL NEVADA STREET

DAILY RATE: \$100

ELECTRICAL USAGE IS ADDITIONAL CHARGE.
IF ACOHOL IS PRESENT, A PAID POLICE OFFICER MUST BE PRESENT AT EVENT (See rules)

SET UP ON NIGHT BEFORE IS AN ADDITIONAL \$50.00 BEGINNING AT 6 P.M. UNLESS FACILITY IS RENTED TO SOMEONE ELSE.
BHF MEMBERS DISCOUNTED RATE OF 10%

FOR RESERVATIONS CALL: JUDY GIFFORD AT 979-799-8543
IF NO ANSWER, CALL: BOB SCHWEBEL AT 979-236-0241

2. ALCOHOL ON PREMISES:

NO ALCOHOL MAY BE SERVED, CONSUMED OR POSSESSED ON THE SCHOOL PREMISES UNLESS NOTICE OF THE SAME IS GIVEN TO THE BHF PRIOR TO RENTAL OF THE FACILITY. IN THE EVENT ALCOHOL IS TO BE PRESENT ON THE LEASED PREMISES, THE USER SHALL BE RESPONSIBLE FOR PROVIDING SECURITY IN THE FORM OF AN **ACTIVE LAW OFFICER**. A MINIMUM OF ONE (A) OFFICER IS REQUIRED FOR ANY FUNCTION AT WHICH RATIO OF ONE (A) OFFICER PER EACH SEVENTY-FIVE (75) PEOPLE OR ANY LESSER NUMBER OF PEOPLE IN ATTENDANCE. BY WAY OF EXPLANATION, ONE (A) OFFICER SHALL BE REQUIRED FOR ANY GROUP HAVING AT LEAST SEVENTY-SIX (76) PEOPLE BUT NO MORE THAN ONE HUNDRED FIFTY (150) PEOPLE, AND SO ON. ALL OFFICERS SERVING IN SUCH SECURITY CAPACITY SHALL BE APPROVED IN ADVANCE BY BRAZORIA HERITAGE FOUNDATION AND USER SHALL PAY ALL FEES PAYABLE TO SUCH OFFICERS. ANY FUNCTION BEING HELD ON THE FACILITIES IS SUBJECT TO A PERIODIC INSPECTION BY OFFICERS OF THE BRAZORIA POLICE DEPARTMENT. IF ALCOHOL IS FOUND ON THE PREMISES WITHOUT PRIOR NOTICE TO THE BHF, THE POLICE OFFICER IN QUESTION SHALL HAVE THE AUTHORITY TO TERMINATE THE FUNCTION AND TO DEMAND IMMEDIATE REMOVAL OF THE USER AND ALL OTHER PERSONS FROM THE PREMISES.

3. GENERAL PROVISIONS:

- A. THE USER AGREES TO COMPLY WITH ALL LAWS, FEDERAL, STATE AND LOCAL, INCLUDING ALL ORDINANCES OF THE CITY OF BRAZORIA, AND ALL RULES, REGULATIONS AND REQUIREMENTS OF THE POLICE AND FIRE DEPARTMENTS.

- B. THE USER AGREES TO ASSUME ALL RESPONSIBILITY FOR ANY DAMAGES OR INJURIES TO THE PREMISES OR THOSE PERSONS PRESENT AS A RESULT OF THE ACTIVITY IN QUESTION.**
- C. NO ORAL AGREEMENTS FOR THE USE OF THE FACILITIES SHALL BE VALID. ALL RESERVATIONS MUST BE CONFIRMED WITH A WRITTEN CONTRACT SIGNED BY BHF AND THE USER.**
- D. PERSONS SIGNING THE CONTRACT (THE "USER") MUST BE PRESENT AT THE TIME OF THE SCHEDULED ACTIVITY AND THEY AND ANY GROUP OR CLUB, WHICH THEY REPRESENT, WILL BE LIABLE FOR ANY AND ALL DAMAGES THAT SHOULD OCCUR IN EXCESS OF THE DEPOSIT.**
- E. THE USER MAY NOT SUBLEASE OR ASSIGN ITS RESERVATION TO ANOTHER GROUP OR ORGANIZATION, NOR MAY IT SURRENDER, ASSIGN OR SUBLEASE THE FACILITIES TO ANOTHER GROUP OR ORGANIZATION ONCE THE ACTIVITY BEGINS.**
- F. THE USER SHALL BE RESPONSIBLE FOR SEEING THAT THE FACILITIES ARE CLEANED AND RETURNED IN GOOD CONDITION NO LATER THAN 8:00 A.M. FOLLOWING THE EVENT IN QUESTION, WITH ALL GARBAGE AND TRASH TO BE PLACED IN PLASTIC TRASH BAGS AND PLACED IN THE DUMPSTER LOCATED ON THE FACILITY PROPERTIES.**
- G. NO DECORATIONS OR MATERIALS SHALL BE NAILED, TACKED OR OTHERWISE FASTENED TO THE WALLS OR CEILING OF ANY PART OF THE FACILITIES WITHOUT SPECIAL PERMISSION FROM BHF. ALL SUCH ITEMS MUST BE REMOVED UPON CLOSING THE FUNCTION.**
- H. BHF RESERVES THE RIGHT TO REFUSE ANY GROUP, INDIVIDUAL OR ORGANIZATION THE PRIVILEGE OF USING THE FACILITIES FOR SIX (6) MONTHS AS A RESULT OF VIOLATING THE FACILITY'S POLICIES SET FORTH OR OTHERWISE ABUSING THE FACILITY. IN THE EVENT OF SEVERE ABUSE THE GROUP, INDIVIDUAL OR ORGANIZATION MAY BE BARRED PERMANENTLY BY THE BHF GROUP, INDIVIDUAL OR ORGANIZATION CHARGED WITH A SECOND OCCURRENCE OF ABUSE WILL BE BARRED PERMANENTLY.**
- I. NO PERSON MAY USE ANY OF THE FACILITIES FOR A FUNCTION AT WHICH ALCOHOL WILL BE SERVED UNLESS THAT PERSON IS TWENTY-ONE (21) YEARS OF AGE OR OLDER. ANY OTHER RENTER MUST BE AT LEAST EIGHTEEN (18) YEARS OF AGE.**
- J. THE USER FEES AND SECURITY DEPOSITS SET FORTH ABOVE ARE FOR ANY PERIOD NOT TO EXCEED TWENTY-FOUR (24) CONTINUOUS HOURS PROVIDED, HOWEVER, THAT ALL FUNCTIONS HELD ON THE FACILITIES MUST BE TERMINATED NO LATER THAN 1:00 A.M.**

4. CLEAN-UP AND CLOSING PROCEDURES:

THE USER AGREES TO LEAVE THE PREMISES, INCLUDING THE PARKING LOT AND DITCHES, IN A GOOD CLEAN AND ORDERLY CONDITION, AT LEAST EQUAL TO THAT IN WHICH THEY FIND THE PREMISES AT THE COMMENCEMENT OF THE EVENT, AND FURTHER AGREES TO COMPLY WITH THE PROCEDURES SET FORTH BELOW. THE DEPOSIT PROVIDED ABOVE WILL BE FORFEITED IN THE EVENT THE USER EITHER (A) FAILS TO CLEAN THE FACILITIES IN ACCORDANCE WITH THE PROCEDURES SET OUT BELOW AND GENERALLY IN A MANNER SATISFACTORY TO BHF OR (B) FAILS TO GIVE AT LEAST FIVE (5) WORKING DAYS NOTICE OF CANCELLATION. PROPER CLEAN-UP AND CLOSING PROCEDURES CONSIST OF THE FOLLOWING:

- A. DUST MOP AND VACUUM FLOORS. ANY SPILLS SHOULD BE MOPPED UP WITH WATER ONLY. STOVE CLEANED – REFRIGERATOR EMPTIED**

- B. EMPTY TRASH CONTAINERS OUTSIDE THE FACILITY INTO PLASTIC TRASH BAGS AND PLACE IN THE DUMPSTER LOCATED ON FIRST STREET ON THE PROPERTY. WASH TRASH CANS IF SOILED WITH FOOD.**
- C. PICK UP ALL DEBRIS AND OTHER TRASH OUTSIDE THE FACILITY. THIS INCLUDES CIGARETTE BUTTS.**
- D. TURN OFF ANY EQUIPMENT OR UTILITIES USED SUCH AS LIGHTS, OVENS, ETC. (INCLUDING THE LIGHTS IN THE REST ROOMS).**
- E. ALL TABLES AND CHAIRS ARE TO BE PUT UP IN STORAGE CLOSET IN CONFERENCE ROOM AND GYMNASIUM.**
- F. TURN OFF ALL THERMOSTATS UNLESS OTHERWISE INSTRUCTED BY BHF.**
- G. CLOSE AND LOCK ALL DOORS AND GATES. A \$25 CHARGE WILL BE DEDUCTED FROM DEPOSIT FOR GATES LEFT UNLOCKED.**
- H. A \$50 DEDUCTION IN DEPOSIT WILL BE ASSESSED FOR CLEAN UP – i.e. VACUUMING AND MOPPING.**
- I. THE \$100 DEPOSIT WILL BE ASSESSED IF THERE IS DAMAGE TO THE PROPERTY. RETURN THE KEYS AND REPORT ANY DAMAGES AS SOON AS POSSIBLE, BUT IN THE EVENT NO LATER THAN 8:00 A.M. ON THE FIRST BUSINESS DAY FOLLOWING THE USE OF THE FACILITY.**

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