

**BRAZORIA SCHOOL CIVIC CENTER  
RESERVATION FORM**

*revised 5-10-2014*

DATE \_\_\_\_\_ PURPOSE \_\_\_\_\_

USERS NAME: \_\_\_\_\_ HOME PHONE \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_ WORK PHONE \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ DRIVER'S LIC.# \_\_\_\_\_

TO BE RESERVED AT THE BRAZORIA SCHOOL CIVIC CENTER:

\_\_\_\_\_ CONFERENCE CENTER 209 NEVADA STREET

\_\_\_\_\_ CAFETERIA 100 FIRST STREET

\_\_\_\_\_ AUDITORIUM 202 W. SMITH

\_\_\_\_\_ GYMNASIUM 205 NEVADA STREET

\_\_\_\_\_ OUTSIDE GROUNDS HWY 36 AND SMITH ST.

\_\_\_\_\_ OUTSIDE GROUNDS NEVADA STREET

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: \_\_\_\_\_

**\*\*If yes, user must contact an active law officer no less than 72 hours prior to date of Use. Officer(s) must be on premises the entire time alcohol is being consumed; this includes set up and clean up time. Officer(s) will be paid in full for the above stated contract times plus any additional time. Any violation of these rules will result in immediate dismissal from the premises. See item #2 of Rules and Regulations attached.**

**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: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

DEPOSIT \_\_\_\_\_ DATE \_\_\_\_\_ RECEIPT # \_\_\_\_\_

USER FEE \_\_\_\_\_ DATE \_\_\_\_\_ RECEIPT # \_\_\_\_\_

AMOUNT OF REFUND \_\_\_\_\_ CHECK # \_\_\_\_\_ CHECK DATE \_\_\_\_\_

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**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 DUE ON THE DAY OF RENTAL.**

**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 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**

HOURLY RATE: \$25 4 HOUR MINIMUM  
DAILY RATE: \$200  
DAMAGE/CLEANUP DEPOSIT \$100  
LCD PROJECTOR & SCREEN AVAILABLE \$100  
SET UP ON NIGHT BEFORE IS AN ADDITIONAL \$50.00 BEGINNING AT 6 P.M.

RENTAL INCLUDES USE OF 30 TABLES AND 100 CHAIRS

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

HOURLY RATE: \$50 4 HOUR MIN.  
DAILY RATE \$300  
DAMAGE/CLEANUP DEPOSIT \$100  
RENTAL INCLUDES USE OF 10 TABLES AND 50 CHAIRS

**PROPOSED  
CAFETERIA & CONFERENCE CENTER TOGETHER  
Includes Tables & Chairs in Both Locations**

HOURLY RATE: \$75 4 HOUR MIN.  
DAILY RATE \$400  
DAMAGE/CLEANUP DEPOSIT \$100

**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 WILL BE AN EXTRA  
CHARGE- DETERMINED BY OPERATOR

**PROPOSED**  
**GYMNASIUM RENTAL (6000 SQ. FT.) 205 NEVADA STREET**  
**INCLUDES 50 TABLES AND 300 CHAIRS**

DAILY RATE: \$500  
DAMAGE/CLEANUP DEPOSIT \$100

**PROPOSED**  
**OUTSIDE GROUNDS RENTAL HWY 36 AND SMITH STREET**

DAILY RATE: \$100

**PROPOSED**  
**OUTSIDE GROUNDS RENTAL NEVADA STREET**

DAILY RATE: \$100  
FOR OUTDOOR PAVILION AND LION MEETING ROOM – CONTACT BOB SCHWEBEL 979-236-0241

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

SET UP ON NIGHT BEFORE IS AN ADDITIONAL \$50.00 BEGINNING AT 6 P.M.  
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 THE PRESIDENT OF BHF 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 POLICE DEPARTMENT. 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 IF THE PARTY IS OUT OF CONTROL.

**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. THE \$100 DEPOSIT COVERS MINOR DAMAGES. MAJOR DAMAGE REPAIRS WILL BE BILLED TO THE USER.

- C. NO ORAL AGREEMENTS FOR THE USE OF THE FACILITIES SHALL BE VALID. ALL RESERVATIONS MUST BE CONFIRMED WITH A WRITTEN CONTRACT SIGNED BY THE BHF AND THE USER.
- D. PERSON'S 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. THE 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 SERVER 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 FOR CONFERENCE ROOM**

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 PROCEDUREES SET FORTH BELOW. THE DEPOSIT PROVIDED ABOVE WILL BE FORFEITED IN THE EVENT THE USER FAILS TO CLEAN THE FACILITIES IN ACCORDANCE WITH THE PROCEDURES SET OUT BELOW AND GENERALLY IN A MANNER SATISFACTORY TO THE BHF. 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 (30 6 FT TABLES AND 100 FOLDING CHAIRS.
- F. TURN OFF ALL THERMOSTATS UNLESS OTHERWISE INSTRUCTED BY BHF.
- G. CLOSE AND LOCK ALL DOORS AND GATES.
- H. A \$50 DEDUCTION IN DEPOSIT WILL BE ASSESSED FOR CLEAN UP – i.e. VACUUMING AND MOPPING.
- I. THE \$100 DEPOSIT WILL BE ASSESSED PLUS REPAIR COSTS, IF THERE IS DAMAGE TO THE PROPERTY. RETURN KEYS AND REPORT OF ANY DAMAGES AS SOON AS POSSIBLE. NO LATER THAN 8:00 A.M. ON THE FIRST BUSINESS DAY FOLLOWING THE USE OF THE FACILITY.

#### **5. CLEAN-UP AND CLOSING PROCEDURES FOR CAFETERIA**

- A. DUST MOP AND VACUUM FLOORS. ANY SPILLS SHOULD BE MOPPED UP WITH WATER ONLY. STOVE CLEANED.
- 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 ROOM.
- E. TURN OFF ALL THERMOSTATS UNLESS OTHERWISE INSTRUCTED BY BHF.
- F. CLOSE AND LOCK ALL DOORS AND GATES.
- G. RESET ALARM SYSTEM AT FINAL CLOSING.

#### **6. CLEAN- UP AND CLOSING FOR AUDITORIUM**

- A. DUST MOP STAGE AREA
- B. PICK UP ALL TRASH BETWEEN SEATS
- C. VACUUM CARPETED AREA
- D. MOP ANY SPILLS ON CONCRETE AREA BETWEEN SEATS
- E. NO FOOD IS ALLOWED IN AUDITORIUM EXCEPT POPCORN AND WATER. COOKIES/PUNCH, PICK UP FOODS CAN BE SERVED IN HALLWAY OR TELEPHONE ROOM. **NO HOT FOODS IN THE MUSEUM BUILDING..**
- F. TAKE ALL TRASH TO THE DUMPSTER AT BACK OF CAFETERIA
- G. CLEAN RESTROOMS
- H. TURN OFF ALL THERMOSTATS, SOUND SYSTEM, LIGHTING SYSTEM, ETC AS INSTRUCTED BY BHF PERSONEL.
- I. ALL SIDE DOORS ON STAGE SHOULD BE CLOSED.
- J. CLEAN GREEN ROOM AND REPLACE TABLES AND CHAIRS AS FOUND
- K. DEAD BOLT FRONT DOOR ON RIGHT SIDE AND LOCK LEFT SIDE WITH KEY.
- L. TURN OFF ALL LIGHTS IN HALLWAY AND AUDITORIUM EXCEPT LEAVE COVE LIGHTS ON LOW AND LEAVE FLOURESCENTS ON STAGE ON.
- M. FINALLY, LEAVE BY EAST SIDE DOOR AND SET ALARM SYSTEM

#### **CLEAN UP FOR OUTSIDE GROUNDS**

ALL TRASH WILL BE PICKED UP FROM GROUNDS. NO VEHICLE TRAFFIC IS ALLOWED IF GROUNDS ARE WET. USER WILL BE BILLED FOR REPAIR OF RUTS, ETC.