



City of  
**West University  
Place**

# **Colonial Park Reservations and Facilities Use Policies**



**Updated January 26, 2016**

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Thank you for choosing the City of West University Place to conduct your function. We offer a variety of facility rental opportunities. In order to ensure that yours and your guests' expectations are fulfilled, we have prepared this pamphlet outlining all of the City's facility rental policies, rules, and procedures. Please take a few moments to review this document carefully and should you have any questions or concerns, please allow us the opportunity to address them during the reservation process.

A Rental Caretaker/Parks and Recreation staff member will be assigned to your function and remain on site from beginning to end (does not apply to Pavilion rentals). This individual is responsible for ensuring that the facility is opened on time, making sure mechanical and electrical systems are functioning properly, assisting you during the course of your rentals with various housekeeping and informational matters, and securing the facility at the conclusion of your function.

## FREQUENTLY ASKED QUESTIONS

- **Q: Am I able to extend the length of my facility rental on the date of the rental?**
  - A: Unfortunately, it is against City policy to extend or change the rental time period on the day of the rental. If the Applicant feels that more time is necessary for the event, please inform the City Representative in advance, up to three days prior to the rental. The City will make every effort to accommodate the said request, but in lieu of other possible rentals and Rental Caretaker availability, no guarantees can be made. Addition time, if given, will be charged at the same rate as the rental.
- **Q: Why are rental customers not allowed the opportunity to clean the facility themselves? (This does not apply to pool & pavilion rentals. The renter IS responsible for cleaning up after themselves).**
  - A: It has been our experience that after the demands of hosting an event, most customers are not attentive to the clean-up effort. By requiring our janitorial service to be responsible for all post-event clean up, our maintenance standards are insured and the rental customer will not be responsible for clean-up.
- **Q: When will I receive my security deposit refund?**
  - A: We facilitate all refund paperwork the week following the rental and can usually expedite a refund within 7-14 business days from the rental function.
- **Q: What do I do if I have an issue during my rental that the Caretaker/Staff Member cannot or will not address?**
  - A: Please phone the Recreation Center and ask to speak to the Manager on Duty, 713-662-7420.

## CONTACT INFORMATION

- **Non-Emergency Police and Fire**
  - 713-662-5850
  
- **Recreation Manager, Brittany Bakes**
  - 4210 Bellaire Blvd
  - 713-662-7429
  - [bbakes@westutx.gov](mailto:bbakes@westutx.gov)
  
- **Recreation Specialist, Anthony Hagan**
  - 4210 Bellaire Blvd
  - 713-662-7426
  - [ahagan@westutx.gov](mailto:ahagan@westutx.gov)



## FACILITY RENTAL INFORMATION

FACILITY	ADDRESS	PHONE
Colonial Park Pool/Pavilion	4130 Byron	713-622-7460

## FEE SCHEDULE

### COLONIAL PARK

FACILITY	HOURLY RATES	OCCUPANCY
Picnic Pavilion	\$50R / \$75NR	40
Pool & Wooden Deck	\$175R / N/A NR	60
Pool & Multi-Purpose Room	\$200R / N/A NR	60
Exclusive Pool & Multi-Purpose Room	\$400 R / N/A NR	250
Multi-Purpose Room (Off-Season, no pool use)	\$60R / N/A NR	60

**Note: All Pavilion reservations for non-resident rentals require a resident sponsor. Resident sponsor must be present during the time of payment and be in attendance during the rental.**





# RESERVATION AND FACILITY USE POLICIES

The City of West University Place Parks and Recreation Department provides facilities for social, civic, cultural, recreational, or charitable purposes. Use of a facility for business or private enterprise is prohibited. The City has developed a facility use policy that provides an opportunity for Residents and Non-Residents (resident sponsor required) to rent the facilities, while not allowing any one group to dominate use of the facilities particularly during peak demand. Applicants reserving West University Place Parks and Recreation facilities agree to abide by the following policies:

## SECTION I - DEFINITIONS

- I.1 **City**: refers to the City of West University Place
- I.2 **City Council**: refers to the City Council of West University Place, Texas
- I.3 **Department**: refers to the West University Place Parks and Recreation Department
- I.4 **Applicant**: may be referred to as user, client, renter, customer, and defining the person completing the rental application
- I.5 **Nonprofit Organization**: shall be considered a nonprofit organization if they are currently recognized as exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code (IRC) or meets the requirements of the Nonprofit Organizations Policy.
- I.6 **Resident**: A person or organization that resides within the city limits of West University Place.
- I.7 **Non-Resident**: A person or organization that resides outside the city limits of West University Place.

## SECTION II – ELIGIBILITY

- II.1 In order to receive Resident rental rates, a valid Texas driver's license or proof of West University Place residency is required.
- II.2 Applicants must be 21 years of age or older.
- II.3 The person signing the application must handle all transactions, inquiries and changes and be present during the rental.
- II.4 The City of West University Place will not mail applications or accept phone reservations.
- II.5 Use of facilities for business, carnivals, flea markets, childcare groups for daycare or nursery use and non-city recreation classes are not permitted. Any funds collected from the sale of items, entry fees or other financial contributions must go directly towards a certified nonprofit organization.
- II.6 The applicant is required to be present at the facility and available to City personnel during the entire course of the event for which the applicant made a reservation.
- II.7 Applicants using City facilities shall comply with all City ordinances and Federal and State laws. As in accordance with City fire codes, all exits and doorways must remain clear and unlocked during functions, and access to hallways and all fire extinguishers shall remain clear. Applicant must agree to abide by the posted maximum capacities at each facility. In addition, all posted park and pool rules must be observed.
- II.8 **Alcohol, Smoking and Gambling** are strictly prohibited in City facilities except for an exclusive rental when an Alcohol Permit has been filled out and approved.
- II.9 At no time shall a reserving party sublease or assign its reservation to another group or organization. Nor shall the use of the building be for any purpose other than what was stated on the application.
- II.10 A Permit for Special Use of a City Facility may be required and is subject to approval from the Director or his designee. Special Use of a City Facility Permits is required to provide proof of insurance upon request.

## SECTION III - RESERVATION PROCEDURES

III.1 Facilities are available for rentals pending **facility and staffing availability during holidays and pre/post Colonial Pool Operational Season**: The following holidays are available for rentals: Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, and New Year's Day. Pre & Post -Season pool rentals are the shoulder season when the pool is not in full summer season operations and typically are the months of May, late August and early September. Rental fees will be 1.5 times the normal rate during City holidays, when Rental Caretakers are required.

III.2 Facility reservations may be made up to 6 months in advance and are reserved on a first come, first serve basis. Reservations will not be taken over the phone. Rental agreements must be completed and signed at the time of reservation. A \$200.00 security deposit is due at the time of reservation and must be paid by credit card. All applicable rental fees must also be paid at time of reservation and may be paid by credit card, check or cash.

III.3 Rental Times:

### **Colonial Park Pavilion:**

Available 7:00am to 10:00pm Sunday through Saturday.

### **Colonial Park Pool:**

For more information on the Hours of the Wooden Deck, Pool & Multi-Purpose Room, Exclusive Pool & Multi-Purpose Room, and off-season Multi-Purpose Room rental call the West University Place Recreation Center at 713-662-7420.

III.4 Reserving a Facility:

**West University Place Residents and Organizations requesting a one time rental can reserve facilities six months in advance from the day an application is filed.** West University Place Residents requesting multiple reservations, such as monthly meetings, may reserve facilities 6 months in advance from the day an application or request is filed and are limited to 1 reservation per month. Non-residents may reserve facilities 6 months in advance with a resident sponsor. Reservations must be made at least 14 days in advance of the desired date. Facilities may be available with less than 14 days notice pending facility and staffing availability.

III.5 **Programs conducted by the City will be given priority at all times, and the City reserves the right to change or cancel any reservations that may conflict with a City sponsored event or program.**

III.6 For additional information on reserving Colonial Park Pavilion and/or Colonial Pool, contact the WUP Recreation Center at: 713-662-7420.

## **SECTION IV - PAYMENT OF FEES AND SECURITY DEPOSIT**

IV.1 All fees are due at the time the facility is reserved.

IV.2 A minimum rental time of **2 Hours** is required for all rentals.

IV.3 Method of payment – Rental Fees: Check, Credit Card and Cash; Deposits: Credit Card

IV.4 To reserve a facility, the rental application must be accompanied by a security deposit. (See fee schedule for deposit amount). The minimum rental and security charges may be forfeited from the security deposit if the applicant cancels without 14 days notice, does not show up, or does not comply with facility use policies.

IV.5 A cancellation fee of \$50 will be charged if the applicant cancels the reservation at least 14 days before the event, and the remainder of the rental fee will be credited to the applicant's account for future use. If the applicant cancels the event with less than 14 days notice, no refunds will be issued.

IV.6 The security deposit may be used to recover the cost associated with any property of the city facility which is damaged or missing as a result of use by the applicant or shall be used to compensate for the minimum number of hours of rental time established on the accompanying fee schedules if the applicant does not show or exceeds rental time. The security deposit may also be used if you exceed the number of allowed guests for a pool party & have not reconciled those additional fees after your rental, do not clean up after your rental, and adhere to any facility and/or rental policies and rules. An additional charge will be billed to the user if damages exceed the security deposit.

IV.7 The applicant will be held responsible for their guests regarding damage to facility, property, and behavior of following the rules and regulations of the Parks and Recreation Department.

IV.8 All rental fees are deposited upon receipt.

- IV.9 The original deposit will be credited back to the original credit card approximately seven (7) business days following the function provided all polices and rules were observed.
- IV.10 The City of West University Place reserves the right to increase fees of deposit or deny an application based on the applicant's past rental history such as damaging city property, nonpayment and not following City rules and regulations.

## **SECTION V - ENTRANCE & ACCESS**

- V. 1 A Rental caretaker will unlock and lock the facility. (Does not apply to Pavilion rentals).
- V. 2 Americans with Disabilities Act - Most facilities are wheel chair accessible with specially marked parking spaces nearby. If you require special services, please contact the Parks and Recreation Office a minimum of 72 hours prior to the event for additional arrangements. Reasonable accommodations will be made to assist your participation.

## **SECTION VI - CITY PROPERTY**

- VI.1 Applicants shall familiarize  
  
relocated to any other part of the building. Any damages that occur will be billed accordingly.
- VI.7 No **pets** or **glass containers** allowed in any of the facilities.

## **SECTION VII - PERSONAL PROPERTY**

- VII.1 Each facility has a variety of tables and chairs for your use. None of the equipment may be taken outside of these facilities for any reason. Renters will be liable for any equipment missing as a result of the renter's use.
- VII.2 In the event the facility doesn't have an adequate number of tables and chairs, it is the responsibility of the applicant to make rental arrangements at their own expense. The City of West University Place is in no manner liable or responsible for personal property or rented items.
- VII.3 **Lost Items and Damages:** The City is not responsible for lost, damaged and/or misplaced personal property placed in or on its facilities or grounds. Any items that remain may be claimed by the renter for up to one (1) week after the event.

- VII.4 No equipment may be brought into the facilities without the permission of the Director of Parks and Recreation or his/her designee. All equipment must be removed from the premises the day of the event unless special arrangements have been made in writing through the City of West University Place Parks & Recreation Department.
- VII.5 **Storage:** Applicants are not allowed to store equipment or supplies at the facilities other than during the hours that are specified on the application without expressed written permission.

## SECTION VIII - EVENT SECURITY

- VIII.1 The City has the right to require a certified peace officer(s) for any and all functions at the renter's expense.
- VIII.2 Dances - The City of West University Place may require dances to have security on duty during a scheduled dance event, taking into consideration among other things, the size of the group anticipated, the average age of the group, live entertainment and past experience with a group.
- VIII.3 Youth Groups comprised of persons eighteen (18) years of age or younger must have **at least one (1) adult chaperon for every ten (10) guests** (Exception: For pool parties, there must be one (1) adult chaperon for every five (5) guests ages six (6) through seventeen (17); one (1) adult chaperon per one (1) child guest if children are 5 years and younger [1:1 ratio]. All non-swimming children must have an adult within arm's length at all times [1:1 ratio]). Chaperons must be 21 years of age or older and chaperons must be present through the duration of the function, set up and clean up time included. Chaperons will count toward total number of guests for pool related rentals.

## SECTION IX – SETUP

- IX.1 It is the responsibility of the applicant to set up the tables, chairs and any other items necessary for an event scheduled for reserved use. The amount of time needed to setup, hold the function and clean up shall be included in the amount of time scheduled for the event and shall be chargeable to the applicant at the rate set forth under the Fee Schedule.
- IX.2. **Pavilion** rentals: All approved vendors, inflatables, caterers, etc. must park on the street and off load manually.

- IX.3 Applicants are liable for the reserved facility and its equipment at all times during the reserved time. All property missing during this time will be charged to the reserving party. **The applicant must be present and available during the entire rental period. If a sponsor is listed on a non-resident applicant, they must also be present and available during the entire rental.**
- IX.4 Applicants renting the facility are **limited to the hours specified on their application.** Billing will begin at the time the applicant enters the facility and ends when vacated. Early arrival/late departure will result in deposit being forfeited at the hourly rental rate. Time of your rental starts the minute you access the facility (even for set-up) and ends the minute you depart the facility. Be sure to include set-up, clean-up, etc. time in your rental to avoid additional charges.
- IX.5 Any use of the facility the day prior to a function or following a function will be billed at the same hourly rental rate. Additional time must be included in your rental application.
- IX.6 Stacks of chairs are not to be dragged across the floor.
- IX.7 Electrical outlets are 110 volt only.
- IX.8 When arranging for Bands or D.J.'s please be advised that **bubble and foam** machines are prohibited. D.J.'s and bands are prohibited in the deck, pool and pavilion areas with the exception of City sponsored events.
- IX.9 No person shall bring in or use an **open flame**, flame producing device, or any flammable or combustible material, such as candles, incense, tea lights, etc. Sterno heating elements are permitted.
- IX.10 No decorations may be secured to the walls in any fashion: **nails, staples or tape prohibited. No decorations will be attached or hung from the ceiling or light fixtures at any building.** All decorative materials must be flameproof. In accordance with City fire codes, all exits and doorways must remain clear.
- IX.11 Decorations, posters or signs are not permitted to be attached or hung from the walls, doors or columns in the lobby or hallways of the West University Place Community Building.
- IX.12 Helium-filled balloons are prohibited in the Colonial Park Multi-Purpose Room.
- IX.13 The use of any flammable material rice, confetti, birdseed, glitter, or similar small objects are prohibited in the facilities.

- IX.14 Electronic system(s) such as public address system, stereo, VCR, DVD, film projector, screen(s), etc. are NOT available. Users must furnish their own equipment.
- IX.15 Parking is provided for patrons, but may be limited due to seasonal park facility use (i.e. Baseball, Softball, Swim Meets and Soccer Games).
- IX.16 User shall not post, exhibit, or allow to be posted or exhibited, any signs, advertisements, show bills, lithographs, posters, or cards of description, inside or outside on any part of the building, except as authorized by the Parks and Recreation Department. User shall not be permitted to nail or tack materials to any part of any facility. Damages that occur will be billed according to repair costs.

## **SECTION X - CLEANUP – JANITORIAL SERVICE**

- X.1 The applicant is responsible of disposing of all garbage in the designated receptacle, remove all decorations. Additionally, the applicant must clean and return all tables and chairs to the proper location and otherwise return the building and grounds to the condition they were in before the applicant's rental period. For pool and pavilion rentals, it is the applicant's responsibility to take any & all trash properly disposed of in trash bags to the staff (front desk or lifeguards) for proper disposal. It may not be left in party area for pick-up at a later time. For all after hours pavilion rentals, please leave trash bags by the outside restroom under the covered picnic area located next to tennis court entrance.
- X.2 Trash bags, toilet paper, paper towels and cleaners are provided in the supply closet. Deck, Pool and Pavilion renters are required to provide their own trash bags and cleaning supplies.
- X.3 Trash can's will be provided for trash only, please use your own containers for beverages.
- X.4 A \$45 Administrative Service Fee is required for all indoor rentals serving food and/or beverages.

## **SECTION XI –CHANGES, CANCELLATIONS, AND REFUNDS**

- XI.1 Cancellations received 14 days prior to the scheduled rental date will be imposed a \$50.00 fee.

- XI. 2 Rental fees may be applied to another date, pending availability. Additional rental fees may apply.
- XI.3 Rental cancellations made at least 14 days prior to reservation will receive a credit to their account, less the \$50 cancellation fee.
- XI. 4 **Rental Rain Outs** (Pool, Deck and Pavilion Only) will be determined by the Recreation Manager, or his/her designee. If a rain out occurs, the Lessee may reschedule the event to another date pending availability or receive a credit on their account. A request must be made, in writing, to request a credit to be issued onto Lessee’s account or to reschedule to an alternate date. This written request should be emailed to bbakes@westutx.gov or faxed to 713-662-7423 within 72 hours of the originally scheduled reservation. If a rain-out is approved and Lessee opts for a credit, the Lessee receives a credit for the amount of the rental to their account. Deposit will be refunded.
- XI. 5 Staff of the Parks and Recreation Department reserves the right to reassign rooms or centers in order to better facilitate the ratio of room size to group size. Every effort will be made by the City's representative to avoid canceling any confirmed reservation. However, in the event of an emergency or an extreme situation beyond the control of the City's representative, a confirmed reservation(s) may have to be canceled. All groups should be aware of this possibility. Should a reservation be canceled for these reasons, it may be rescheduled or a full refund given.

**SECTION XII - EMERGENCIES**

- XII.1 In case of emergencies during the use of facilities, including but not limited to: plumbing problems, power failure and air conditioning problems, the applicant shall contact the Rental Caretaker or staff member on duty

**NOTES**

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