



City of
**West University
Place**
Parks & Recreation

Colonial Park and Pavilion, Judson Park &
West U Rec Center Reservation & Facility
Use Policies



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Welcome and COVID-19 Information

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.

COVID-19: I understand that COVID-19 is an extremely contagious disease that can lead to severe illness and death. An inherent risk of exposure exists in any public place where people are present. By participating in the activity, event or use I am signing up for, I understand that I am responsible for all guests following all current COVID-19 health and safety protocols including but not limited to, social distancing and wearing of face coverings per CDC recommendations www.cdc.gov/coronavirus.



Frequently Asked Questions

Can I make a Reservation Online?

All reservations must be made, in person, by the responsible party at The West University Place Recreation Center: 4210 Bellaire Blvd., West University Place, TX 77025. Reservations can be made between 5:00 a.m.-8:00 p.m., Monday & Wednesday, Tuesday, Thursday and Friday 5:30 a.m.- 8:00 p.m., and Saturday & Sunday 7:00 a.m.- 6:00 p.m.. (Hours are subject to change and may differ on holidays). You may contact Parks and Recreation Customer Service at 713-662-7420 for availability and information on securing a rental. ALL EXCLUSIVE RENTALS must be approved by Recreation Operations Supervisor.

Am I able to extend the length of my facility rental on the date of the rental?

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 Staff availability, no guarantees can be made. Additional time, if given, will be charged at the same rate as the rental.

When will I receive my security deposit refund?

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.

What do I do if I have an issue during my rental that I need addressed?

Please phone Police communications and request that they have a Parks and Recreation Department supervisor contact you immediately. Please provide them with your contact number.

For more information contact West U Rec Center at 713.662.7420.

Contact Information

Police Communications	713.668.0330
Recreation Manager	Brittany Bakes 713.662.7429
Recreation Operations Supervisor	Willette Middleton 713.662.7426

Facility Information

Colonial Park & Pavilion	4130 Byron St.
Judson Park	4201 Judson St.
West U Rec	4210 Bellaire Blvd.

For information about renting these facilities please call the Recreation Center at 713.662.7420.



Colonial Park Room, Pool and Pavilion Rentals

Colonial Park Room, Pool & Park Pavilion Rentals		
*Exclusive Pool & Multi-Purpose Room Rental: Involves a private pool party, only offered in "season" and on identified days/times. Resident	\$ 600.00	Per hour with a two hour minimum rental period.
Colonial Park Pavilion (Resident)	\$ 75.00	Hourly Rate / 2hr minimum
Colonial Park Pavilion (Non-resident w/ resident sponsor)	\$ 105.00	Hourly Rate / 2hr minimum
*Colonial Park Multi-Purpose Room & Pool Use: Involves exclusive use of the Multi-Purpose Room and general pool admission, only offered in "season", during normal operating hours (Resident)	\$ 250.00	Per hour with a two hour minimum rental period.
*Off Season Multi-Purpose Room Rental: Involves NO pool use Resident	\$ 110.00	Hourly Rate / 2hr minimum
*Off Season Multi-Purpose Room Rental: Involves NO pool use (Non Resident w/ resident sponsor)	\$ 180.00	Hourly Rate / 2hr minimum
Wooden Deck Rental (Byron St or Case St) : Involves exclusive use of the Wooden Deck and general pool admission, only offered in "season", during normal operating hours Resident Only	\$ 250.00	Per hour with a two hour minimum rental period.
Off-Season on Wooden Deck (Byron St or Case St.) Resident	\$ 60.00	Hourly Rate / 2hr minimum
Off-Season on Wooden Deck (Byron St or Case St.) Non-Resident	\$ 90.00	Hourly Rate / 2hr minimum

Judson Park Rentals

Judson Park Rentals		
Wooden Deck Resident	\$ 60.00	Hourly Rate / 2hr minimum
Wooden Deck (Non Resident w/ resident sponsor)	\$ 90.00	Hourly Rate / 2hr minimum

West U Recreation Center Rentals

West U Recreation Center Rentals		
Conference Room, Multi-Purpose Room 1, 2a, 2b, 3, or 4 (Resident)	\$ 60.00	Hourly Rate for each room/ 2hr minimum
Conference Room, Multi-Purpose Room 1, 2a, 2b, 3, or 4 (Non-Resident w/ resident sponsor)	\$ 90.00	Hourly Rate for each room/ 2hr minimum
Multi-Purpose Room 2 - includes sections A & B (Resident)	\$ 70.00	Hourly Rate / 2hr minimum
Multi-Purpose Room 2 - includes sections A & B (Non-Resident w/ resident sponsor)	\$ 100.00	Hourly Rate / 2hr minimum
Multi-Purpose Room 5 (Resident)	\$ 125.00	Hourly Rate / 2hr minimum
Multi-Purpose Room 5 (Non-Resident w/ resident sponsor)	\$ 155.00	Hourly Rate / 2hr minimum
Racquetball Court 1 or 2 (Resident)	\$ 50.00	Hourly Rate / 2hr minimum
Racquetball Court 1 or 2 (Non-Resident w/ resident sponsor)	\$ 70.00	Hourly Rate / 2hr minimum
Exclusive Pool (Resident)	\$ 375.00	Hourly Rate / 2hr minimum
Exclusive Pool (Non-Resident w/ resident sponsor)	\$ 525.00	Hourly Rate / 2hr minimum
Exclusive Entire Building (Resident)	\$ 650.00	Hourly Rate / 2hr minimum
Exclusive Entire Building (Non-Resident w/ resident sponsor)	\$ 950.00	Hourly Rate / 2hr minimum
Technology Fee	\$ 50.00	Use of Projector and Screen

Fee Schedule Continued

Additional Charges

Janitorial Fee - Required	\$55 Flat Fee
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*Janitorial Service is required for all indoor rentals serving food and/or beverages.

Security Deposit - Required	\$200 Flat Fee
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Technology Fee	\$50 Flat Fee
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* Technology Fee will be accessed when using computer or projector in a room.

The Security Deposit is fully refundable, provided there are no additional fees or charges incurred during the course of your rental.

Note: Some Rentals may be designated for Residents Only. For Rentals that permit Non-Resident to rent, a resident sponsor is required.

ALL EXCLUSIVE RENTALS must be approved by Recreation Operations Supervisor and are subject to Staff availability.

Attention

All additional charges must be paid in full at the time the rental reservation is made.

All Rental and Reservation Forms must be completed and signed at the time the rental reservation is made.

Please have your copies of the Rental Reservation Form, Payment Receipts, ID and Rental Customer Hand-Book with you at all times during your 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 is 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
I.8	Facilities: A place, amenity, or piece of equipment provided for a particular purpose

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, changes and be present during the rental.

Section II - Eligibility (Continued)

II.4	<p>The City will not mail applications or accept phone reservations. Nonprofit organizations with a current year application on file may add rental dates by email. However, initial reservations or reservations requiring fees and deposits must be made in person. The Department can email the application and policies to nonprofit organizations with a history of use of city facilities, however, a Photo I.D. such as a valid Texas Driver's License will need to accompany the reservation as proof of residence. Nonprofit groups must submit, in writing, an "Authorized List of Representatives" names, addresses and telephone numbers, who have approval to make inquiries and reservations on behalf of the organization. However, no reservation shall be considered confirmed without signature from the designated Parks and Recreation Department personnel.</p>
II.5	<p>Use of any City property for the benefit of making a profit is strictly prohibited. Charging or accepting admission and/or concession fees during a rental/event is strictly prohibited. Fundraising is only permitted for local Non-profit organizations, with prior Department approval.</p>
II.6	<p>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.</p>
II.7	<p>Applicants using City facilities shall comply with all City ordinances and Federal and State laws. 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.</p>
II.8	<p>Smoking and Gambling are strictly prohibited in City facilities. No Alcohol is allowed at the Colonial Park & Pavilion, Judson Park or the West U Recreation Center.</p>
II.9	<p>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.</p>
II.10	<p>A Permit for Special Use of the City Facility may be required and is subject to approval from the Director or his/her designee. Special Use of a City Facility Permits requires proof of insurance upon request.</p>

Section III - Reservation Procedures

- III.1 All Exclusive Rental are confirmed based on availability and staffing and will be not confirmed until Recreation Operations Supervisor has contacted you and communicated approval. Exclusive Rentals are allowed at Colonial Park Pool and West U Recreation Center Pool after normal operation hours.
- III.2 Facility reservations may be made up to six 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 security deposit is due at the time of reservation and must be paid by credit card.
- III.3 Rental Times:
Colonial Park & Pavilion -Please call to check the availability. Due to city ordinance all rentals must conclude by 7pm .
Judson Park- Please call to check the availability. Due to city ordinance all rentals must conclude by 7pm.
West U Recreation Center-Please call to check the availability. Due to city ordinance all rentals must conclude by midnight.
- III.4 Reserving a Facility:
 West University Place Residents and Non-Profit Organizations requesting a one time rental can reserve facilities six months in advance from the day an application is filed. Residents requesting multiple reservations, such as: monthly weekend meetings, may reserve facilities six months in advance from the day an application or request is filed and are limited to one weekend reservation per month. Multiple weekday evening reservations are permitted but are subject to availability. Non-Residents may reserve facilities six 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 any additional information on reserving the Colonial Park & Pavilion, Judson Park or West U Recreation Center, contact the Recreation Customer Service Staff at 713.662.7420.

Section IV - Payment of Fees and Security Deposit

IV. 1	All fees are due at the time the rental application is filed.
IV.2	A minimum rental time of two hours is required for all rentals.
IV.3	Method of payment - Rental Fees: Cash, Check, Visa, MasterCard, and Discover are accepted.
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. An additional charge will be billed to the applicant if damages exceed the security deposit.
IV.7	The applicant will be held responsible for their guest(s) 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 7-14 business days following the function provided the facility was clean and absent any damage.
IV.10	The City reserves the right to increase fees or 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 Department Staff will unlock and lock rental space (Indoor Facilities Only).
- 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 themselves with the facility and available equipment before making an application. Tables and chairs are not provided at the indoor facilities. Any equipment or supplies must be furnished by the applicant.
- VI.2 The City will not be responsible for any equipment that is not the property of the City of West University Place.
- VI.3 Applicants assume liability for the cost of repairing damage to city property or equipment occurring during occupation of the facilities.
- VI.4 The City reserves the right to require applicants, when it is deemed necessary, to provide public liability and/or property damage insurance and any other coverage to protect the property of the City. Proof of insurance for certain equipment must be furnished by the applicant.
- VI.5 Renter is responsible for cleaning and discarding all trash after their event. Renter is expected to bring trash bags & cleaning supplies (Outdoor Rentals).
- VI.6 Trackless trains, rice, confetti, piñatas, birdseed, water-related activities, and ground stakes to anchor equipment are not permitted at City Parks. No damage to grounds or irrigation is allowed (Outdoor Rentals).
- VI.7 Not pets or glass containers are allowed in any of the facilities.

Section VII— Personal Property

- VII.1 Each facility has a variety of tables, chairs and other equipment at the facility. 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, chairs or other items suitable for the applicant's needs, 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 week after the event.
- VII.4 No party rental equipment may be brought into the facilities without the permission of the Director of Parks and Recreation . 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 and 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 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 18 years of age or younger must have at least one adult chaperon for every ten guests. 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.

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 Rental use shall be limited to the purpose stated in the rental application.
- 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 application 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.
- 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.
- IX.6 Water games/water activities are not permitted.
- 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. *No Bands or DJ's at Outdoor 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, charcoal, 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 any Multipurpose Room rental (Colonial or West U Rec).

Section IX - Setup (Continued)

IX.12	The use of inflatable “moonwalks” and generators is only permitted at the Colonial Pavilion, no other rental space.
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, 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 the seasonal park facility use (i.e. Church Events, Baseball, Softball 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. It may not be left in party area for pickup at a later time.
X.2	Cleaning Supplies will be provided for Indoor Rental Space. <i>Renters must provide Cleaning Supplies for Outdoor Rentals.</i>
X.3	Trash cans will be provided for trash only, please use your own containers for beverages.
X.4	A \$55 janitorial 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 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	Inclement weather - Will be determined by Senior Services staff. If flooding, ice or snow occurs, the applicant 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 applicant's account or to reschedule to an alternate date. This written request should be emailed to wmiddleton@westutx.gov and recstaff@westutx.gov 72 hours prior to the originally scheduled reservation. If an inclement weather is approved and an applicant opts for a credit, the applicant receives a credit to their account, not including the deposit.
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 staff member on duty (Multipurpose Rooms Only).
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Notes
