

City of Sugar Land  
Parks & Recreation Department

**RESERVATION AND FACILITY USE POLICIES**

Effective 08/06/13

**Imperial Park Recreation Center**

Reservation Hours:  
Monday – Friday 8 a.m. to 10 p.m.  
Saturday 8 a.m. to 8 p.m.  
Sunday 1 p.m. to 5 p.m.  
Main Office (281) 275-2885  
Fax (281) 275-2828  
Email: [parkreservations@sugarlandtx.gov](mailto:parkreservations@sugarlandtx.gov)

**T.E. Harman Center**

Reservation Hours:  
Monday – Thursday 7 a.m. to 6 p.m.  
Friday 8 a.m. to 5 p.m.  
Main Office (281) 275-2893  
Fax (281) 275-2360  
Email: [seniors@sugarlandtx.gov](mailto:seniors@sugarlandtx.gov)

Mailing Address:

P.O. Box 110, Sugar Land, TX 77487-0110  
<http://www.sugarlandtx.gov>

**T. E HARMAN CENTER**

226 Matlage Way  
Sugar Land, TX 77478

**CLYDE AND NANCY JACKS CONFERENCE CENTER**

3232 Austin Parkway  
Sugar Land, TX 77479

**LOST CREEK COMMUNITY CENTER**

3703 Lost Creek Blvd.  
Sugar Land, TX 77479

**ELDRIDGE PARK COMMUNITY CENTER**

2511 Eldridge Road  
Sugar Land, TX 77478

**JIM COOPER MEETING ROOM**

225 Seventh Street  
Sugar Land, TX 77478

**DUHACSEK PARK COMMUNITY CENTER**

17034 Old Richmond Road  
Sugar Land, TX 77498

**LOST CREEK PAVILION**

3703 Lost Creek Blvd.  
Sugar Land, TX 77479

**ELDRIDGE PARK PAVILION**

2511 Eldridge Road  
Sugar Land, TX 77478

**DUHACSEK PARK PAVILION**

17034 Old Richmond Road  
Sugar Land, TX 77498

**OYSTER CREEK AMPHITHEATRE**

4033 Hwy. 6  
Sugar Land, TX 77479  
*(See Oyster Creek Policy for additional requirements)*

**SUGAR LAND MEMORIAL PARK PAVILIONS**

15300 University Blvd.  
Sugar Land, TX 77479

**IMPERIAL PARK RECREATION CENTER**

234 Matlage Way  
Sugar Land, TX 77478

## RESERVATION AND FACILITY USE POLICIES

*The philosophy of the City of Sugar Land is to provide facilities for a broad cross-section of uses. To that end the City has developed a facility use policy that provides an opportunity for any city resident to rent the facilities, while not allowing any one group to dominate use of the facilities particularly during peak demand.*

### SECTION I - DEFINITIONS

City: refers to the City of Sugar Land

City Council: refers to the City Council of Sugar Land, Texas

Department: refers to the Sugar Land Parks and Recreation Department

Applicant: may be referred to as user, client, renter, or customer and means the person completing the rental contract.

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.

Resident: A person, business or organization that resides within the corporate city limits of Sugar Land

Community Building: Any enclosed reservation facility maintained by the Parks and Recreation Department

Peak Hours: Friday after 5p.m. until Sunday 10p.m.

Applicants reserving Sugar Land Parks and Recreation facilities agree to abide by the following policies and procedures.

### SECTION II - RESERVATION PROCEDURES

Initial reservations or *reservations requiring fees and deposits* must be made in person. The City of Sugar Land will **not** accept phone reservations. No reservation shall be considered confirmed without written confirmation from the Parks and Recreation Department.

The person signing the contract (applicant) must be 21 years of age or older and must handle all transactions, inquiries and changes.

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. If the applicant is not at the function, the event is subject to termination and/or applicant may forfeit 50% of the security deposit.

Applicant must have approved contract on hand at all times during the scheduled reservation.

Smoking and/or gambling is strictly prohibited in community facilities.

At no time shall the applicant 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 contract.

Use of facilities for retail business, carnivals, and non-city recreation classes is not permitted.

Reservation staff must be informed at the time of reservation of the possibility of donations that may be accepted at any event. Any funds raised from the sale of items, entry fees, or other financial contributions at an event must go towards the recognized non-profit organization named on the rental contract.

Applicants using reservation 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. All marked fire lanes will be kept open at all times; please do not park in these areas. Applicant agrees to abide by the maximum capacities at each facility.

### **Reserving a Facility**

Facility reservations are on a first come, first served basis. **No reservation will be taken over the phone.**

Facilities are available for use daily including the following City holidays: Good Friday, Easter, Memorial Day, Martin Luther King Jr., Independence Day, Labor Day, Thanksgiving, Christmas, and New Year's Day.

### **Rental Times:**

**T.E. Harman Center and First Colony Conference Center:** Available during non-programmed hours from 8 a.m. to 10 p.m. Sunday through Thursday and 8 a.m. to 1 a.m. Friday and Saturday. (Please see T.E. Harman Center Users section)

**Imperial Park Recreation Center Multi Purpose Rooms A/B and Gymnasium:** Available during non-programmed hours from 8 a.m. to 10 p.m. Sunday through Thursday and 8 a.m. to 1 a.m. Friday and Saturday. (Please see Recreation Center Users section)

**Jim Cooper, Eldridge and Lost Creek Community Centers:** Available 8 a.m. to 10 p.m. every day.

**Duhacsek Park Community Center and Pavilion:** Available 8 a.m. to 10 p.m. every day.

**Eldridge, Lost Creek and Sugar Land Memorial Pavilions:** Available 8 a.m. to 10 p.m. every day.

### **Peak Hours (Friday 5 p.m. to Sunday 10 p.m.):**

Sugar Land Residents, Businesses and Organizations that have a one-time rental can reserve facilities one year in advance from the day a contract is filed.

Non-Sugar Land Residents, Businesses and Organizations that have a one-time rental can reserve facilities 6 months in advance from the day a contract is filed.

Sugar Land Residents, Businesses and Organizations that have repetitive reservations, such as monthly meetings, can reserve facilities 6 months in advance from the day a contract or request is filed and are limited to 1 reservation per month.

Non-Sugar Land Residents, Businesses and Organizations can reserve facilities 3 months in advance from the day a contract is filed and are limited to 1 reservation per month.

**Non-Peak Hours** (Monday 8 a.m. to Friday 5 p.m.):

Sugar Land Residents, Businesses and Organizations that have a one-time rental can reserve facilities one year in advance from the day a contract is filed.

Non-Sugar Land Residents, Businesses and Organizations that have a one-time rental can reserve facilities 6 months in advance from the day a contract is filed.

Sugar Land Residents, Businesses and Organizations that have repetitive reservations, such as monthly meetings, can reserve facilities 6 months in advance from the day a contract or request is filed and are limited to 1 reservation per month.

Non-Sugar Land Residents, Businesses and Organizations can reserve facilities 3 months in advance from the day a contract is filed and are limited to 1 reservation per month.

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

### **SECTION III - PAYMENT OF FEES AND DEPOSITS**

Rental fees and security deposit are payable using the following methods of payment: Cash, check, VISA, Master Card, and American Express.

All checks are deposited upon receipt. **Fees paid via check can take up to six (6) weeks to be refunded back to the applicant.**

#### **Security Deposit**

To reserve a facility, the rental contract must be accompanied by a security deposit.

The security deposit shall be used to repair, replace, or compensate for any property of the Center which is damaged or missing as a result of use by the applicant. An additional charge will be billed to the applicant if damages exceed the security deposit.

Additional fees may be deducted from the security deposit (not to exceed 50% of deposit amount) if the applicant does not comply with policies and procedures.

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

The full deposit will be refunded approximately thirty (30) working days, unless paid via check,

following the function provided the facility was cleaned, absent of any damage, and applicant adhered to contract and policies and procedures.

The City of Sugar Land reserves the right to increase the security deposit amount or deny a contract based on applicant's past rental history such as damaging city property, non-payment and not following City rules and regulations.

## **Fees**

Rental fees are calculated hourly (See attached fee schedules).

Rental fees are due to the Parks and Recreation Department no later than ten (10) working days prior to the scheduled function.

Security officer fees and/or building attendant fees are due to the Parks and Recreation Department no later than ten (10) days prior to the scheduled function.

## **SECTION IV - CITY PROPERTY**

**Applicants shall familiarize themselves with the facility and available equipment before making a reservation.** The City of Sugar Land provides only the equipment that is listed on the equipment inventory. Any other equipment or supplies must be furnished by the applicant.

The City of Sugar Land will not be responsible for any equipment that is not the property of the City of Sugar Land during reserved usage.

No unauthorized person or persons will be allowed to operate the Sugar Land Community Center partition. Such an operation must be performed by a City employee.

Applicants assume liability for the cost of repairing damage to city property or equipment.

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 of Sugar Land. Proof of insurance for certain equipment (e.g. moonwalk/bounce houses) must be submitted to the Parks and Recreation Department ten (10) days prior to the reservation date. Failure to comply with this time frame may result in the cancellation of the reservation. It is the responsibility of the renter to make sure the moonwalk/bounce house company provides a generator to power the moonwalk/bounce house. Water slides of any type are prohibited.

Applicants must reserve the public address system (PA), stage, security, and/or the kitchen, where applicable, at the time of reservation.

Damage to tables or chairs will result in a forfeiture of a portion or entire security deposit. It is recommended that tablecloths be used on City tables.

**DUHACSEK PARK USERS ONLY** - Duhacsek Park is not located within City of Sugar Land City limits. Therefore the following policies apply only to Duhacsek Park:

- a) The park is gated and secured and is not open to the general public. Its use is limited to reservations only.
- b) The park facilities may be rented by reservation only. The City will not permit overlapping facility requests.
- c) Should there be multiple users in a single day; the first user will be required to lock and secure the front gate prior to entry by the second group.
- d) Alcohol is permitted at the Duhacsek Park Pavilion with the required number of security officers.

RECREATION CENTER USERS ONLY – The Imperial Park Recreation Center is predominately used for leisure classes and recreation programs. The availability of the multipurpose rooms and gymnasium is dictated by the scheduled classes/programs. Therefore the following policies apply only to the Recreation Center:

- a) Multipurpose rooms A/B and kitchenette are available for reservations. Reservations can be made 6 months in advance from the day a contract is filed. The rooms can be used separately or together as one room. (See Recreation Center Fee Schedule) Both rooms have access to the outdoor patio area. The patio area can only be used by one (1) reservation at a time and will be on a first come first served basis.
- b) The Recreation Center is not available for overnight use.
- c) The gymnasium can be reserved for athletic and non-athletic events. Non-athletic events can only be reserved outside of the Recreation Center's regular business hours. Reservations can be made 6 months in advance from the day a contract is filed for non athletic events and 1 month in advance from the day a contract is filed for athletic events. (See Recreation Center Fee Schedule) During regular use and during reserved athletic events, applicants and users must follow gymnasium rules.
- d) For non athletic events, the applicant will be required to pay for the use of protective flooring covering for the gym floor. Applicant will also be required to pay 4 additional rental hours for staff to setup the floor covering and remove it after the non-athletic event (2 hours for setup and 2 hours for the removal).
- e) Applicant will need to obtain a vendor to provide tables and chairs for a non athletic event in the gymnasium. Any vendor hired by the Applicant to provide materials and /or services for the event must abide by the rules stated herein, including the timely removal of any items furnished for the event. It is the responsibility of the Applicant to notify the vendor of the rules, as well as required time of removal for all items.
- f) Because of the schedules of events in the gymnasium, time is of the essence for the renter to return the gymnasium to it pre rental status. Up to 50% of the security deposit may be deducted for the applicant's failure to remove all decorations, tables, chairs, furniture, and all other items placed in the gymnasium by the applicant or a vendor hired for the event. The applicant is responsible for ensuring that all decorations, furniture, tables, chairs, and other items are removed as required by the Parks and Recreation Department.
- g) The Recreation Center staff will provide setup and breakdown of all City equipment within the Recreation Center. If the applicant's event will go beyond the regular Recreation Center operating hours, the applicant must pay additional fees for a building

attendant.

- h) One (1) building attendant is required per reservation at the Recreation Center. Prior to applicant leaving, the attendant will inspect the areas used for any possible damage. Applicant must sign a check list prior to leaving to confirm the inspection was completed. The attendant will remain on site until the applicant and all guests have left the premises.
- i) Alcohol is permitted with the appropriate number of security officers.
- j) Rental of the gymnasium or multipurpose rooms on a City holiday is subject to approval by the Recreation Center Manager.

Building attendants are assigned from guest arrival thru clean up and securing the facility. Applicant will only be charged for hours that go beyond regular Recreation Center hours with a minimum of 2 hours. The cost for a building attendant will be at **2 times** the normal rate during **City holidays**. Building attendant fees are non-refundable.

The Parks and Recreation Department has the right to require additional attendants for any/all functions.

T.E. HARMAN CENTER USERS ONLY – The T.E Harman Center is predominately used for senior classes and recreation programs. The availability of the rental rooms and is dictated by the scheduled classes/programs. Therefore the following policies apply only to the T.E. Harman Center:

- A.) Meeting Rooms A-D are available for reservations when not in use by the Senior Center.
- B.) Reservations can only be made up to 6 months in advance. Reservations on a continuous basis are not permitted without the written approval of the Parks and Recreation Director or his/her designee.
- C.) The T.E. Harman Center is not available for overnight use.
- D.) The City of Sugar Land Staff does not provide set-up for rentals at the T.E. Harman Center.
- E.) A minimum of one (1) building attendant is required per reservation at the T.E. Harman Center. Prior to applicant leaving, the attendant will inspect the areas used for any possible damage. Applicant must sign a check list prior to leaving to confirm the inspection was completed. The attendant will remain on site until the applicant and all guests have left the premises. Multiple small reservations may share an attendant at the discretion of the manager.
- F.) It is the responsibility of the renter(s) to collect and dispose of all trash in the appropriate receptacles.
- G.) Because multiple reservations may be booked at the facility on any given day/time, please be respectful when accessing shared areas.(i.e. bathrooms and hallways)
- H.) Alcohol is permitted with the appropriate number of security officers.
- I.) Use of amenities outside of those reserved is strictly prohibited.

- J.) Additives such as baby powder, saw dust, etc. are prohibited from being placed on flooring.
- K.) Decorations are not permitted to be hung from fire alarms, exit signs, air conditioning vents, etc.
- L.) Nails and Tacks are prohibited from being utilizing on T.E. Harman Center walls and floors. Only scotch tape or painters tape will be allowed on flooring. Tape is prohibited from being used on walls.
- M.) The availability of the kitchen is on a first come first serve basis for one reservation at a time, and the renter(s) will need to provide their own utensils, plates, cups, etc.
- N.) Animals/Pets are not permitted inside the T.E. Harman Center unless registered assistant animals. All registered assistant animals must wear issued assistance gear.

Building attendants are assigned from guest arrival thru clean up and securing the facility. Applicant will only be charged for hours that go beyond regular Center hours with a minimum of 2 hours. The cost for a building attendant will be at 2 times the normal rate during City holidays. Building attendant fees are non-refundable.

The Parks and Recreation Department has the right to require additional attendants for any/all functions.

## **SECTION V - ENTRANCE AND ACCESS**

Applicants reserving First Colony, Jim Cooper, Lost Creek, Duhacsek Park and Eldridge Park Community Centers will be issued a key prior to their function. Applicants shall return issued key to the Parks and Recreation Department. Any key not returned to the City of Sugar Land will assess a replacement fee of \$60.00 from the security deposit.

Americans with Disabilities Act - The community buildings are wheel chair accessible and a sloped curb entry is available, with specially marked parking spaces nearby. If you require special services, please contact the Parks and Recreation Department 48 hours prior to the event for additional arrangements.

### **Setup**

With the exception of the Imperial Park Recreation Center, the applicant is responsible for the set up of the tables, chairs, and any other items necessary for the scheduled event. **The amount of time needed to set-up, hold the function and cleanup 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.**

Applicants are solely liable for the building and must secure the building 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.



**Applicants renting the facility are limited to the hours specified on their contract.**

Any use of the facility the day prior to a function or following the function will be billed at the same hourly rental rate.

Stacks of chairs are to be moved by chair dollies only.

Electrical outlets are 110 volts only.

When arranging for bands or D.J.'s please be advised that smoke, bubble and foam machines are prohibited.

Open flames are prohibited, including but not limited to candles, incense, tea lights, charcoal, and fireworks and any kind. Chafing dish heating elements are permitted. All decorative material must be flameproof.

Decorations may be secured to the carpeted walls in the meeting rooms of the Sugar Land Community Center with long straight pins or tape only. Nails and staples are prohibited. Nails, staples, and tape are prohibited at all other facilities. No decorations will be attached or hung from the ceiling or light fixtures at any building. All decorative materials must be flameproof. As in accordance with City fire codes, all exits and doorways must remain clear.

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 Sugar Land Community Center.

Use of flammable material, rice, confetti, birdseed, glitter or similar objects is prohibited inside community centers. The throwing of birdseed is restricted to the outside porch and parking lot areas only. These materials must be removed by the applicant.

Parking is provided for patrons, but may be limited due to seasonal park use facility use (i.e. Baseball, softball, soccer games)

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 material to any part of any Center.

## **SECTION VI - PERSONAL PROPERTY**

Each center has sufficient tables and chairs for its maximum occupancy for the applicants use. **None of the equipment may be taken outside of these facilities for any reason.** Renters will be liable for any equipment missing or damaged as a result of the renter's use whether the renter actually removed the equipment or not.

In the event the facility doesn't have an adequate number of tables, chairs, or other items suitable for the applicant's needs, such items shall be rented at the applicant's expense. The City of Sugar Land is in no manner liable or responsible for personal property or rented items.

The City of Sugar Land 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.

No equipment may be brought into facilities without the permission of the Director of Parks and Recreation or his/her designee.

Applicants are not allowed to store equipment or supplies at the facilities other than during the hours that are specified on the contract unless arrangements are made in advance with the department upon availability.

## **SECTION VII - ALCOHOLIC BEVERAGES**

Persons visibly under the influence of drugs or intoxicated may be asked to leave the premises or surrounding areas.

Applicants holding functions where alcoholic beverages will be served or consumed are required to have a Sugar Land Police Officer(s) present during the function.

Alcohol is prohibited at park pavilions and consumption is not allowed outside of reserved buildings.

The applicant must provide their own containers for storing alcohol. City trashcans are not provided or intended to be used as beer kegs or cold storage for wine.

## **SECTION VIII - EVENT SECURITY**

Applicants agree to comply with all applicable state and local liquor laws.

The City has the right to require a Sugar Land Police officer (s) for any and all functions. Taking into consideration among other things, the size of the group anticipated, the average age of the group, the presence of alcoholic beverages, live entertainment and past experience with a group.

If Security officers are required, the officer(s) are assigned from guest arrival thru clean up and securing the facility with minimum of 4 hours. The cost for security will be at **1 ½ times** the normal rate during **City holidays**. Security officer fees are non-refundable.

The City has the right to require Sugar Land Police officers or additional City staff for any and all functions.

If additional police officers are called out due to a disturbance or more attendees than was stated on the contract, the applicant will be charged for the extra police officer(s) at a rate equal to 1 ½ times their regular hourly rate.

Groups comprised of persons eighteen (18) years of age or younger must have at least one (1) adult chaperon for every ten (10) guests. Chaperones must be 21 years of age or older and chaperones must be present through the duration of the function, setup and cleanup time included.

## **SECTION IX - CLEAN UP**

The applicant agrees to dispose of all garbage in the parking lot dumpster, remove all decorations including pins, tape etc. Pick up garbage in the parking lot and patio areas (front and back of building) clean and return all tables, chairs and stage to proper location in the storage room. The building and grounds are to be returned to the condition they were in before the applicant's rental period.

Trash bags, toilet paper, paper towels, liquid dish soap, and cleaners are provided.

Trash cans are provided for trash only; please use your own containers for cold storage of beverages.

## **SECTION X - CHANGES, CANCELLATIONS AND REFUNDS**

To receive a refund of rental fees and security deposit, cancellations must be completed no later than thirty (30) days prior to the scheduled event. A \$50.00 processing fee will be deducted from the security deposit for a cancellation made less than thirty (30) days prior to the scheduled event.

Any reservation made less than thirty (30) days prior to scheduled use, and then which is cancelled will forfeit rental fees as well as a \$50.00 processing fee which will be deducted from deposit for cancellation. Security officer fees are non-refundable.

**Any and all changes made to the original reservation contract must be made in writing, please email: [parkreservations@sugarlandtx.gov](mailto:parkreservations@sugarlandtx.gov) or fax 281.275-2828 Attention: Reservationist.** Changes must be completed no later than ten (10) days prior to the scheduled event. If any changes are made less than ten (10) days prior to the event a late change processing fee will be assessed. Applicant must receive a confirmation from the Reservationist in writing acknowledging the change or cancellation that was made to the contract.

The 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 cancelling any confirmed reservation. However, in the event of a run-off election or an emergency or an extreme situation beyond the control of the City's representative, such as a weather related event, 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 full refund given.

## **SECTION XI - EMERGENCIES**

In case of emergencies during the use of the community centers, including but not limited to: plumbing problems, power failure and air conditioning problems, the applicant shall contact the Parks and Recreation Department at 281-275-2885. After business hours the answering service will contact the Parks and Recreation Department on-call staff person. In case of non-park related emergencies contact the Police Department dispatch at 281-275-2525. This information is also posted on the front doors of the community buildings.

If the staff is called out to respond to an emergency that is not the fault or responsibility of the City, (this includes the pulling of fire alarms in a non-emergency situation) the applicant may be billed for unnecessary call outs.