



## SOUTH PADRE ISLAND COMMUNITY CENTER RESERVATION POLICY

Facility Hours: 8am-5pm, Monday – Friday

NOTE: Weekend hours, subject to approval by City Staff for Community Events and private rentals.

Occupancy limit: 250 people

\*Building may be unavailable on all recognized City holidays as follows:

Veterans Day, Thanksgiving (Thurs.-Fri.), Christmas Eve & Day, New Year's Eve & New Year's Day, President's Day, Memorial Day, July 4<sup>th</sup> & Labor Day.

1. The SPI Community Center accepts reservations on a first come first serve basis. **All requests for reservations are subject to approval by the Parks and Recreation Manager or his designee.** Each applicant must provide payment in full by cash, check or credit card with a signed application.

2. Reservations should be made a minimum of two weeks prior to requested date.

**Time limits for reservations must include set-up and clean-up.**

3. Reservations are available to South Padre Island & Laguna Madre residents & organizations serving the community. Standing reservations will be considered on a case by case basis.

4. The Community Center may not be used for the following: religious purposes or partisan political events.

5. City sponsored meetings and events will take precedence. The City of South Padre Island has the right to cancel, move or reschedule a reservation at any time. This shall include the right to terminate a reservation during the activity if emergency conditions so warrant.

6. The approved activity must be under the on-site supervision of the person making the reservation.

*Young adult* groups, under 25 years of age, must have appropriate supervision by parents or guardian.

7. All reservations are required to clean and return the building to the condition that it was previously in at the beginning of the scheduled reservation.

8. Groups must remove all equipment, supplies, and bag trash at the end of their reservation time period. The City will not be held responsible for any property and equipment left after the conclusion of a reservation.

9. Limited preparation and reheating of food is allowed within the kitchen. The use of any other cooking equipment must be approved inside or outside building.

10. Alcohol (limited to beer & wine) may be served with preapproval of application but may not be sold.

\*NOTE: On site security may be required on events involving alcohol with over 25 people in attendance.

11. Nails, push pins, tape etc. must never be used to attach signage or decorations to the walls.

12. Smoking is not allowed inside the building as per City Ordinance.

**13. ANYONE USING SPI COMMUNITY CENTER MUST ADHERE TO ANY POSTED OPERATIONAL RULES PROVIDED BY CITY STAFF.**

**The above named individual or organization agrees to follow the facility use policies attached with this application.**

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

We agree to hold harmless, indemnify and defend the City of South Padre Island from and against any and all claims, damages, liabilities, obligations, judgments, charges, costs, expenses and fees, including but not limited to personal injury and property damage or theft, arising from our use of the South Padre Island Community Center.

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_



# SOUTH PADRE ISLAND COMMUNITY CENTER

## FACILITY USE APPLICATION

RENTAL IS ALLOWED BY SPI AND LAGUNA MADRE AREA RESIDENTS ONLY – MUST PRESENT A VALID ID

1. **\$50 PER HOUR NON REFUNDABLE FEE FOR ANY SINGLE PRIVATE EVENT RESERVATION FULL BUILDING (no alcohol at event)**
2. **\$25 PER HOUR NON REFUNDABLE FEE FOR SMALL MEETING ROOM ONLY (no alcohol at event)**
3. **ADDITIONAL \$200 ADMINISTRATIVE FEE FOR ANY APPROVED EVENT RESERVATION INVOLVING ALCOHOL. (BEER & WINE ONLY)**
4. **\$50 PER HOUR fee will be assessed for any time over and above the reserved time**

DATE OF APPLICATION: \_\_\_\_\_

APPLICANTS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

TYPE OF FUNCTION (PURPOSE): \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_

HOURS REQUESTED (include set up and tear down): \_\_\_\_\_

ESTIMATED ATTENDANCE: Adults: \_\_\_\_\_ Children under 18: \_\_\_\_\_

\*ARE BEER AND WINE TO BE SERVED? YES: \_\_\_\_\_ NO: \_\_\_\_\_

(Pre-approval required)

**\* Sale of alcoholic beverages is strictly prohibited.**

Amount Due: \_\_\_\_\_ Due Date: \_\_\_\_\_

### CANCELLATION POLICY

If rental is cancelled with notification less than 10 business days before the date stated on the rental agreement, rental fee will be kept. Amendments (date change, time extension, time subtraction, etc.) to the Rental Agreement must be made in person at the SPI Community Center at least ten working days prior to the date stated on this Rental Agreement.

**The above named individual or organization agrees to follow the facility use policies attached with this application.**

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SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

SPI Community Center mailing address is 4601 Padre Blvd., SPI, TX 78597