

RENTAL POLICIES AND PROCEDURES

To facilitate the smooth operation and transition of rentals, please follow the policies and procedures listed below:

- **Reservations:**
 - Renter must be at least 21 years of age.
 - All building/room reservations have a 3-hour minimum and a 2-hour minimum for park and pool rentals.
 - Facilities can be reserved between the following hours, subject to staffing and room availability: Weekdays (Sunday-Thursday) from 7:00 am-10:00 pm and Weekends (Friday-Saturday) from 7:00am-midnight. The Civic Center, Centerpoint Energy Community Center, Recreation Center, or Great Lawn/Pavilion may not be reserved for dates that fall on a City holiday or holiday weekend (Friday-Sunday).
 - Reservation times must include equipment drop-off, pick-up, set-up, breakdown, decorating time, and clean-up. Storage of supplies or deliveries to the site outside reservation times is prohibited. If any setup or breakdown, including the delivery and pickup of equipment, takes place outside of the reservation period, the permit holder will be charged a full-hour rental rate for the space.
 - Rental requests must be submitted at least one (1) month in advance but no more than twelve (12) months before the reservation date requested. Rental requests for special events must be submitted at least three (3) months before the event date.
 - All events must obtain written approval from the Parks, Recreation, and Facilities Director, Bellaire Police Department, and Bellaire Fire Department. A special event permit may be required if the rental meets one or more of the following criteria: open to the public, has 50 or more people in attendance, or has alcohol. A special event permit must be obtained prior to the approval of all events. A meeting will be scheduled to discuss the details of the event prior to a permit being issued. Additional permits, security, or documentation may be required at the renter's expense to issue a special event permit.
 - Programs and services conducted or approved by the City of Bellaire have priority.
 - Tables and chairs are limited to the inventory available per room. The renter is responsible for setting up and removing available tables and chairs.
 - City staff is not responsible for setup, take down, or clean up.
 - The permit holder, or an authorized representative, must check in with City staff at the start of the reservation. Check-in, setup, or deliveries before the scheduled start time will not be allowed. The permit holder or an authorized representative must be on site for the full duration of the rental and comply with and enforce all policies, rules, and regulations for facility usage. The permit holder or an authorized representative must check out with City staff at the end of the rental period.
 - Residents, organizations, or agencies may not rent facilities for non-residents at resident rates. A resident is someone who resides or owns property in the City of Bellaire. The renter must be in attendance throughout the duration of the event.

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- Bellaire non-profit civic groups must submit proof of IRS non-profit organization to obtain 1 free, 4-hour meeting per year for either the CenterPoint Energy Community Center or the Recreation Center (excluding the gym). Rentals are subject to room availability. The rental time must be during normal operating hours.
- Non-profit civic group rentals shall be limited to organizations of ten or more persons based within the city, of which more than 50 percent of the individuals belonging to such organization are residents of the City of Bellaire ([Chapter 12, section 12-3](#)).
- Renters must abide by the City Code of Ordinances. A violation of any City codes or ordinances will result in the cancellation and void of all rental agreements and/or permits.
- No functions for minors under the age of 18 shall be held without continuous proper adult supervision, consisting of a minimum of one adult for every 25 minors or a fraction thereof, and the presence of one Bellaire Police Officer for every 100 minors, the officer, or officers, to be contracted a minimum of five days in advance for said function. Payment to Bellaire Police Officers is the responsibility of the renter.
- The City of Bellaire has final authority over event safety requirements and may require that the renter has a minimum number of hired security for the duration of your event. If your event impacts the community outside of the venue, police services, in addition to those needed directly to support your event, may be required.
- The City of Bellaire has final authority over event restroom requirements and may require that the renter has a minimum number of restrooms for the duration of the event. Event organizers will be responsible for providing an adequate number of bathrooms, determined by the City of Bellaire's Restroom Policy for Events, at the organizer's expense.

City of Bellaire Restroom Policy for Events

People Attending	1 hr.	2 hrs.	3 hrs.	4 hrs.	5 hrs.	6 hrs.	7 hrs.	8 hrs.	9 hrs.	10 hrs.
1-50	1	1	1	1	2	2	2	2	2	2
50-100	2	2	2	2	2	3	3	3	3	3
100-250	3	3	3	3	4	4	4	6	6	6
250-500	4	4	4	4	6	6	8	8	8	8
500-2000	4	5	6	7	7	8	8	8	9	9

Minimum of 1 restroom must be an ADA restroom.

- **Deposits:**

- A deposit and signed permit application are required to make a reservation.
- The total rental fee must be paid in full two weeks before the rental date. Failure to pay the balance will result in cancellation of the rental.

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- The renter will be held responsible for any damage to equipment, furniture, building, and/or any property owned by the City of Bellaire incurred during their use the property. The cost of repairs or replacements required due to damages incurred during rental will be deducted from the renter's deposit. If damages exceed the deposit, the renter will be held financially responsible. In extreme cases, the City of Bellaire reserves the right to file criminal charges against the renter and/or any other individual that may have caused the damage(s).
- The "Rental Checklist" section of the rental contract must be completed by both City staff and the renter for the deposit refund to be processed. Failure to do so may result in forfeiture of the deposit.
- Deposits will be returned (barring penalties) to the group or contact person listed on the application within two weeks of the event.
 - Cleaning Fee – When additional cleaning is necessary to return the room to its original condition, the renter will be charged time and a half per hour for the staff member's time to clean the facility plus an additional 25%.
 - Damage Fee – When a reservation results in damage to the room, building, or equipment, the renter will be charged the cost to repair the damage plus an additional 25%.
 - Breakdown Fee – The breakdown of tables and chairs is not included. The renter will be charged time and a half per hour for the staff member's time to break down tables and chairs plus an additional 25%.
 - Late Fee – Reservation times must include setup, breakdown, and cleanup. If the permit holder or any vendors are still cleaning or hosting their rental 10 (ten) minutes past the reservation period, the renter will be charged time and a half per hour for additional facility use plus time and a half per hour for the staff member's time.
- **Building Use:**
 - Renters and guests using the facility will comply with laws of the State of Texas, City of Bellaire, and all guidelines set forth by the Department.
 - No acts of gambling are permitted.
 - No Smoking is permitted in the building, parking lots, or parks ([Chapter 22, section 22-28](#)).
 - No alcoholic beverages of any kind shall be sold, possessed, or consumed in the building or on the premises unless a person or organization has first obtained a special use permit from the City Manager or his designee. Special use permit procedures are outlined in the City's Ordinance under [Chapter 3, section 3-4](#), "Exception to general prohibition: special permit required to sell, possess, or consume alcoholic beverages in public places," and [Chapter 3, section 3-5](#), "Special permit procedures."
 - City staff will not arrive earlier than five minutes before the scheduled time.
 - No additional building usage will be allowed unless prior arrangements are made.
 - No equipment or supplies will be supplied by the City.
 - Candles are not permitted.

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- Fog machines are not permitted.
 - Tacks, nails, tape, staples, or Command strips may not be used on walls or floors. Balloons will be allowed inside the building, but the renter will be responsible for ensuring that the balloons are properly secured and do not land in the ceiling rafters. Damages incurred will result in the partial forfeiture of the deposit.
 - No confetti or glitter, “silly string” type products, or “Easter grass” allowed.
 - Signage is not permitted outside of the facility during normal operating hours. Directional signs must be approved prior to placement in the building. After-hour rentals may place signage outside the facility if approved in advance but may not be located on the street right-of-way. Additional guidelines are outlined in the City’s Ordinance under [Chapter 24, section 24-1008](#), “Prohibited Signs.”
 - Animals of any kind are not permitted in the facility except for service animals.
 - Renters utilizing outside vendors must provide proof of insurance for all vendors with **The City of Bellaire listed as additionally insured**. Certificates of insurance must be provided prior to event approval.
 - Inflatables are not permitted indoors. Water inflatables are not permitted in parks or facilities.
 - The facility must be cleaned and left in the original condition for the renter’s deposit to be refunded. Tables and chairs must be put away, counters, floors, and equipment must be cleaned; trash must be picked up, tied in bags, and thrown in appropriate containers. If an excessive amount of trash is expected, contact staff in advance to arrange trash placement.
 - The renter and guests must take all belongings when the contracted time ends.
 - The renter shall designate admittance and assume responsibility and liability for all persons admitted to any portion of the building.
 - The renter and/or guests shall only park in designated, authorized parking spaces. Any violation of this policy may result in the towing of such unauthorized vehicles at the owner’s expense.
 - All amplified sound must be approved and must be kept at a reasonable sound level. Limitations on hours permitted and time frame are listed in the City’s Ordinance under [Chapter 22, section 22-4](#), “Noise.” Bands and DJs are not allowed indoors during normal operating hours. A special use permit may be required.
 - Failure to follow the rules and procedures listed above may result in the cancellation of the rental and the loss of the rental deposit.
 - The City shall not be responsible for loss of property or personal injury sustained by building users, and users shall agree to hold the City harmless from all damages to buildings, persons, and property of all users, spectators, supervisors, and custodians.
- **Park Policies:**
 - The renter is expected to remove all decorations and clean up all trash generated at the end of the party.

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- Park curfews and rules are outlined in the City's Ordinance under [Chapter 27, section 27-95](#), "Park and open space hours," and [Chapter 27, section 27-96](#), "Park and open space rules."
 - No set-up in the playground is allowed.
 - No decorations of any type may be affixed to any park sign, fence, play structure, tree, or arbor.
 - No rice or birdseed.
 - Additional fees for electricity access may apply. All items requiring power must not exceed 20 amps.
 - All amplified sound must be approved and must be kept at a reasonable sound level. Limitations on hours permitted and time frame are listed in the City's Ordinance under [Chapter 22, section 22-4](#), "Noise."
 - All bounce houses require a permit from the City of Bellaire. All bounce houses or inflatables must be provided by an insured vendor. Vendors are required to have insurance naming the **City of Bellaire listed as additionally insured.**
 - Any damage to park facilities and/or landscape will result in a loss of deposit plus the charge of any additional cost to repair damages, plus an additional 25%.
 - Smoking is not permitted on park grounds or parking lots ([Chapter 22, section 22-28](#)).
- **Cancellation:**
 - The City of Bellaire may cancel or modify a rental agreement or move a rental, in whole or in part, if the premises are required for official use or if there has been a change in the condition of the premises or weather-related circumstances that would make them unsafe for use.
 - Upon notification of cancellation or modification to the renter, the City will refund fees paid but has no further responsibility to the renter for any damage or losses resulting from said cancellation.
 - The renter, upon written notice to the Bellaire Parks and Recreation Department, may cancel this rental agreement two business days ahead of the scheduled time for a full refund. If cancellation is requested after such date, 50% of the deposit and rental fee will be forfeited, plus time and a half per hour of scheduled staff.
 - The renter may cancel or reschedule an event out of concern for inclement weather if the forecasts based on the park's zip code (77401) meet any of the conditions below. The City will use www.weather.com to confirm all weather forecasts. The renter must give written notice of cancellation, request to reschedule, or request to modify the reservation no later than noon on the Wednesday before events scheduled on Friday or noon on the Thursday before events scheduled on Saturday or Sunday. If the renter chooses to reschedule, a new date must be selected within two weeks of the original event date, subject to availability.
 - Rain volumes are forecast to be greater than 1.5' during the event.
 - Rain is forecast with a likelihood of 50% or greater for 3 or more hours.
 - A severe weather watch or warning is forecast for any duration of the event.

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- Winds are forecast to be sustained at 20 mph or greater for 3 or more hours.
- Wind gusts are forecast to be 25 mph for any duration of the event.
- Temperatures are forecast with a low of 42°F or below for 3 or more hours.
- Temperatures are forecast with a low of 50°F and a 50% chance of precipitation for 3 or more hours.
- Temperatures are forecast with a heat index of 102°F or higher.

- **City May Refuse**

- The City reserves the right to refuse the use of any part of its community buildings, rooms, or facilities to any person, group, club, organization, or entity for any of the following reasons:
 - The agreement (including any required attachments and submissions) is not fully completed and executed within 30 days prior to the event.
 - The applicant has not tendered the required fee or deposit with the application or has not tendered any other required agreements or certificate of insurance.
 - The agreement contains a material falsehood or misrepresentation.
 - The applicant or the person on whose behalf the agreement is sought has, on prior occasions, damaged municipal property and has not paid in full for such damage or has other outstanding and unpaid debts to the City.
 - The applicant has demonstrated a history of unwillingness or inability to follow City policies and/or ordinances.
 - The use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the City and previously scheduled for the same time and place.
 - The proposed use or activity is prohibited by or inconsistent with the classifications and uses of the buildings or parts thereof designated.
 - The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant or other users of the building, the City, or the public.
 - The applicant has not complied or cannot comply with applicable licensure requirements, ordinances, or regulations of the City concerning the sale or offering for sale of any goods or services, and/or the use or activity intended by the applicant is prohibited by law, by this Code or other ordinances.
 - If the applicant has any outstanding debts owed to the City of Bellaire, all debts will need to be resolved prior to the final payment for the requested rental.

Signature: _____

Name: _____ Date: _____

Address: _____ Phone: _____