

USE AND RENTAL REGULATIONS FOR THE HOUSING AUTHORITY COMMUNITY CENTER

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF PORT ISABEL, TEXAS, THAT THE FOLLOWING REGULATIONS SHALL GOVERN THE USE AND RENTAL OF THE HOUSING AUTHORITY OF THE CITY OF PORT ISABEL COMMUNITY CENTER AND THE COMMUNITY CENTER GROUNDS.

1. GENERAL COMMUNITY CENTER REGULATIONS

- a) Reservations for the community center must be made at least fourteen (14) days in advance of the date requested for the event.
- b) No amount shall be refunded in the event of cancellation unless notice of cancellation is received by the PIHA at least **seven (7) days in advance** of the reserved date.
- c) All reservations must be made in person by the person responsible for the rental.
- d) The Community Center may not be used for the following purposes: commercial purposes, profit purposes, religious services, or political events.
- e) The Community Center may not be rented by the same person or for the same event more than two (2) consecutive days.
- f) The Community Center's occupancy limit is 100 persons.
- g) All invites must stay around the Community Facility and may not use any part of the Artisan at Port Isabel.
- h) In the event of a local crisis, catastrophe, or unforeseen emergency in which the Housing Authority or other governmental entity needs the use of the Community Center to serve the public interest, all reservations may be canceled without notice by the Executive Director. In such event the Housing Authority shall not be liable to the Renter or anyone else for the consequences of such cancellation. The PIHA shall refund all deposits and rental charges for such canceled rentals.

2. HOURS OF USE

- a) The Community Center must be rented and used by the Renter during the following hours:

<i>Monday –Thursday</i>	<i>5:00 p.m. – 10:00 p.m.</i>
<i>Fridays</i>	<i>5:00 p.m. – 12:00 a.m.</i>
<i>Saturdays</i>	<i>11:00 a.m. – 12:00 a.m.</i>
<i>Sundays</i>	<i>11: 00 a.m. – 11:00 p.m.</i>

- b) All activity other than cleaning activities shall cease on (1) hour before the end of the scheduled rental time period. **For any questions call 943-2863**

6. DEPOSIT

If additional cleaning is required and performed by the PIHA personnel, cleaning will be performed at the rate of \$20 per man hour and such amount will be deducted from the deposit. **If the key is not returned to the PIHA by 9:00 a.m.** after the event, **thirty-five dollars (\$35.00) of the deposit will be withheld.** Deductions from the deposit will also be made to pay any unpaid damage, or extra costs or charges caused by the Renter or Renter's guests.

7. SECURITY RESPONSIBILITY

For any events held at night starting from 6:00 p.m. to 12:00 a.m. and/or any event with amplified music and expect occupancy of 75 to 100 persons, at least one security officer must be hired by the Renter. Said security officer must arrive at the time of guest arrival and must remain in attendance until the renting party has completely vacated the Community Center.

Renter can contact the Port Isabel Police Department to hire off-duty police officers for security officers.

Security officers will have to be licensed and bonded.

8. RENTER'S RESPONSIBILITY

- a) There shall be at least one adult in charge and responsible for the Center and guests at any event held at the Community Center. His or her name, number and address shall be given to the PIHA prior to the issuing of the key. The key should be picked up the day before the event. Keys are not given out on Saturdays or Sundays.
- b) Renter agrees that he/she will be responsible for obeying and enforcing these regulations, as well as the laws of the City and State.
- c) Neither the PIHA, nor any employees or agents shall be responsible for the loss of personal property or for injuries sustained at the Community Center by Renter or Renter's guest.
- d) The renter will be responsible for all damages and cleaning charges exceeding the amount of the deposit.
- e) In the event of damage to the Center, a breach of the peace, or any occurrence resulting in deduction from or loss of Renter's deposit, the City, in the sole discretion of the Executive Director, reserves the right to refuse future rental to such person.
- f) The Community Center Rental Application attached to this Resolution is approved and adopted.