

Harris County Municipal Utility District No. 71

Administration Building, Gazebo and Grounds Rental Policies and Procedures

*(Amended May 27, 2009, October 30, 2013, November 25, 2013 and May 29, 2014,
Effective May 27, 2009)*

The Board of Directors of Harris County Municipal Utility District No. 71 (the "District") has adopted the following Rental Policies and Procedures to allow use of the Administration Building, including use of the immediately surrounding land owned by the District, but not including the use of the Board room or the Board room chairs, and the Bundy Lake Gazebo ("Gazebo"), by the residents of the District and non-residents of the surrounding community, so that space not in use by the District can continue to serve a public purpose and benefit to the residents and taxpayers of the District and non-residents in the surrounding community.

1. Residents of the District who are in good standing with the District may reserve the Administration Building and the Gazebo. Good standing means that the resident is not delinquent on District property taxes and monthly water bills.
2. Upon prior written approval of the Board of Directors, non-Residents may reserve the Administration Building and the Gazebo upon the payment of the proper deposit. The District shall give first priority to Residents of the District for all rental requests.
3. Qualified non-profit or public service groups such as, but not limited to, Boy Scouts, Girl Scouts, Campfire Girls, Civic Associations, Homeowner's Associations and governmental entities serving residents of the District may be allowed to use the Administration Building on a monthly basis at a reduced rate, as shown on **Exhibit A**. Notwithstanding the foregoing, such qualified groups are required to provide a security deposit, clean the facilities after the rental period, and provide security personnel if appropriate, all as further described below.
4. Requests for reservations must be made by calling the designated District representative c/o Regional Water Corporation at (281) 897-9100 at least fourteen 14 calendar days before the date desired for rental. Reservations will be made on a first come, first serve basis, provided that no reservation will be held until the required security deposit is received by the District. If a deposit is made by personal check, a reservation will not be held until

the District has received confirmation such check has cleared the requestor's bank. Non-residential rental fee and security deposit payment by money order only. Any requestor who submits a check that must be returned for any reason shall be prohibited permanently from renting the Administration Building and Gazebo. _____Initials

- 5. A completed and signed Administration Building, Gazebo and Grounds Rental Application Form (a copy of which is attached hereto as **Exhibit B**) and appropriate security deposit are required to secure a reservation. Such form must be signed by an individual over eighteen years of age who agrees to be ultimately responsible for the proper use of the facilities used and to be present at all times during the use of the facilities.

- 6. Regular Administrative Building hours and rental periods will be as follows:
 - Monday - Thursday 9:00 a.m. to 2:30 p.m. and 3:30 p.m. to 9:00 p.m.
 - Friday - Saturday 9:00 a.m. to 3:00 p.m. and 4:00 p.m. to 10:00 p.m.
 - Sunday 9:00 a.m. to 2:00 p.m. and 3:00 p.m. to 8:00 p.m.

Gazebo rental periods will be as follow:

- Monday - Sunday 9:00 a.m. to 2:00 p.m. and 3:00 p.m. to 9:00 p.m.

Regular Gazebo and park hours are 6:00 a.m. to 9:00 p.m.

Any exceptions shall be requested in writing and must be approved by the Board of Directors.

- 7. Subletting is strictly prohibited. The user (applicant) shall not under any circumstances allow any group or individual other than those listed on the application to use the facilities during the user's term of occupancy. Violation of this requirement will result in forfeiture of the security deposit.

- 8. The number of people allowed to occupy the Administration Building at any given time shall not exceed 100, the Gazebo structure shall not exceed 115 and the island on Bundy Lake 500.

9. The District's board room and board room chairs are not to be used by anyone other than the District's employees, consultants or Board of Directors, except by written special request and approval by the Board of Directors.
10. Use of the kitchen of the Administration Building is not allowed by any person younger than 15 years of age, and any person 15 years of age is permitted only when supervised by an accompanying adult.
11. Private functions conducted primarily for children must have parental/adult supervision. The rule applies for children under the age of 18. In accordance with the Texas Department of Health rules, there must be one adult for every 10 children.
12. All users are responsible for returning the facilities to the same condition they were in prior to the user's occupancy and use. All users are responsible for the conduct of themselves and their guests at all times. Any costs incurred by the District to clean or repair the facilities to the District's satisfaction, as determined in the District's sole discretion, will be deducted from the deposit. Costs exceeding the amount of the security deposit will be billed directly to the applicant who rented the building. Any amounts remaining unpaid by the user may result in termination of District water services and a lien against the user's property in accordance with Section XVIIIID of the District's Rate Order as may be amended from time to time. _____Initials
13. Users shall not use the facilities in such a manner as to disturb other users or residents in the vicinity of the facilities. After 9:00 p.m., events at the Administration Building must be confined to the interior area of the facility. The doors will remain closed and noise must be held to a minimum in order to cause no nuisance to nearby residents.
14. Firearms of any type are prohibited inside any District building, including the Gazebo or the related grounds.
15. No household or organization may reserve the Administration Building or Gazebo more than twice a month unless approved by the Board.
16. Users agree and understand they may not affix anything (posters, signs, banners, etc.) on the interior walls of any facility. No banners or signs may be placed on the exterior walls of any facility.

17. The facility is not to be used for any purpose which violates any State law, local or county ordinance or regulation, or administrative rule.
18. The Schedule of Fees, including appropriate security deposits, established by the District is attached hereto as **Exhibit A**.
19. The Schedule of Fees does not cover costs associated with security. The costs for state-licensed peace officers must be paid, in cash or by cashier's check or money order, PRIOR to the event. If security officers are required for the event and are not timely paid, the event will not be allowed to begin and the rental fee will not be returned. Security is required if:
 - a. Alcohol will be consumed at an event at the Administration Building;
 - b. There will be more than 50 people at the event, or ;
 - c. The District determines that security is necessary to ensure the safety of the individuals attending the event.
20. In addition to the guidelines set forth herein, the District has established General Use Guidelines and Rules for its Gazebo and Parks and Recreational Facilities. A copy of the General Use Guidelines and Rules for its Gazebo and Parks and Recreational Facilities is attached as **Exhibit C**. The User agrees to abide by all applicable guidelines and rules.
21. In the event an applicant desires to change or cancel a reservation, the applicant shall provide notice to the District's representative c/o Regional Water Corporation at 281-897-9100. Requests for changes shall be made if space is available. Fees for changes and cancellations shall be applied as set forth on **Exhibit A**, and the District shall refund any security deposit paid by the applicant within 45 calendar days after receipt of written notice of cancellation. Cancellation must be done prior to 5 p.m. the day before the event or the rental fee may be subject to forfeiture.

Exhibit A

(Effective May 27, 2009, Amended November 25, 2013)

Schedule of Fees
Harris County Municipal Utility District No. 71
Administration Building and Grounds
21437 Clay Road, Katy, Texas 77449

<u>Description</u>	<u>Fees</u>	<u>Due</u>
Building Rental for private or recreational use Resident <i>(parties, receptions, family reunions, social gatherings)</i>	\$250.00 plus \$100.00 deposit	14 calendar days prior to the event
Building Rental for private or recreational use Non-Resident <i>(parties, receptions, family reunions, social gatherings)</i>	\$500.00 plus \$400.00 deposit	14 calendar days prior to the event
Building Rental for business or commercial use Resident <i>(Mary Kay, Avon, Creative Memories or any commercial business located in the District)</i>	\$200.00 plus \$100.00 deposit	14 calendar days prior to the event
Building Rental for business or commercial use Non- Resident <i>(Mary Kay, Avon, Creative Memories or any commercial business located in the District)</i>	\$500.00 plus \$400.00 deposit	14 calendar days prior to the event
Gazebo Rental for private or recreational use Resident <i>(parties, receptions, family reunions, social gatherings)</i>	\$75.00 plus \$100.00 deposit	14 calendar days prior to the event
Gazebo Rental for private or recreational use Non- Resident <i>(parties, receptions, family reunions, social gatherings)</i>	\$125.00 plus \$400.00 deposit	14 calendar days prior to the event
Gazebo Rental for business or commercial use Resident <i>(Mary Kay, Avon, Creative Memories or any commercial business located in the District)</i>	\$75.00 plus \$100.00 deposit	14 calendar days prior to the event
Gazebo Rental for business or commercial use Non-Resident <i>(Mary Kay, Avon, Creative Memories or any commercial business located in the District)</i>	\$125.00 plus \$400.00 deposit	14 calendar days prior to the event

<i>business located in the District)</i>		
Building Rental for non profit Regular User, Resident	\$100.00 plus one time deposit of \$200.00 to be kept on file	14 calendar days prior to the event
Gazebo Rental for non profit Regular User, Resident	\$75.00 plus one time deposit of \$100.00 to be kept on file	14 calendar days prior to the event
Clean Up	\$50 per hour (1 hour minimum)	Deducted from deposit if facility requires further clean-up (in District's sole discretion)
Changes & Cancellation Charges	Prior to 30 days = \$0 (deposit returned) 14 calendar days to 1 month = \$50 penalty (_____deposit returned) Within 14 calendar days = rental fees, deposit and security fees forfeited.	
Past Reserved Time	\$50 per ½ hour	Deducted from deposit

Exhibit B
Harris County Municipal Utility District No. 71
Administration Building and Gazebo
Rental Application Form

I/We _____ hereby make application for rental of the Harris County Municipal Utility District No. 71 Administration Building ____, or Gazebo ____ (check one or both)

Date(s) Requested _____

Number of People Attending _____ Time: _____ - _____

Name of Organization (if applicable) _____

Nature of Use (circle one): Private/Social Business/Commercial Non-Profit

District Resident (circle one): Yes No

Activity to be held at the building/gazebo _____

Contact Person: _____

Street Address: _____

City/State: _____ Zip: _____

Home Phone: () _____ Work Phone: () _____

Cell: () _____ Email: _____

I acknowledge that I have read and understand the Administration Building, Gazebo and Grounds Rental Policies and Procedures attached and agree to the terms, conditions and charges set forth herein.

I intend to have alcohol consumed at the event at the Administration Building and will engage a state-licensed peace officer for the event. _____ (sign if applicable)

I further release and hold harmless Harris County Municipal Utility District No. 71 and/or its agents, from all damages and/or injuries or death as a result of this agreement and guarantee payment for all damages in excess of the secure deposit.

Furthermore, the Administration Building and Gazebo is not to be used for any purpose which violates state statute, local or county ordinances or regulations or administrative rule.

NO SMOKING inside the Administration Building and Gazebo is allowed.

NO ANIMALS (except sensory assistance animals) are permitted in the Administration Building or Gazebo..

ACCEPTED AND AGREED: _____ Date _____

Print Name: _____

EXHIBIT C

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 71 (the "DISTRICT")
General Use Guidelines and Rules for Gazebo, Parks and Recreational Facilities
(Amended May 27, 2009, Effective May 27, 2009)

PARK HOURS: 6:00 A.M. TO 9:00 P.M.

Within the limits of any of the Harris County Municipal Utility District No. 71 parks, it shall be unlawful for any person to do any of the following acts, except as may be otherwise provided by prior written permission from District:

1. To hitch, fasten, lead, drive or let loose any animal or fowl of any kind; provided that this shall not apply to dogs when led by a cord or chain, not more than six feet long. Animal waste is to be cleaned up by owner.
2. To ride or drive any bicycle, motorcycle or any other vehicle whatsoever, upon any drive or street in any park of the District.
3. To ride or drive any vehicle (listed in 2 above), or to roller blade, roller skate, skateboard or ride on any other wheeled vehicle or car upon any walk or trail in any park unless otherwise designated by sign.
4. To drive any vehicle across the curbs, sidewalks, grass, lawn or anywhere else within such park, other than upon the roads, streets, parking lots, and designated parking areas designated for that purpose.
5. To drive any vehicle carelessly, disregarding the rights or safety of others or without due caution and at a speed, or in a manner so as to endanger, or be likely to endanger, any person or property.
6. To park, or occupy more than one space, vehicles or trailers upon the grass, lawn or anywhere else within any park, other than in those areas designated for that purpose.
7. To park vehicles or trailers anywhere but within and between the visible lines designating a single vehicle parking space of any parking lot of the District parks, when such visible parking space lines have been placed upon such parking lots.
8. To park any vehicle or trailer in any parking lot or parking area so as to obstruct, block or hinder ingress or egress of such parking lot or parking area.

9. To carry or discharge any firecrackers, rockets, torpedoes, or any other fireworks, or air-guns or slingshots; discharge any firearm; or carry any firearm, except those persons duly authorized and licensed by the state to carry a concealed handgun in accordance with the provisions of the Texas Concealed Handgun Act.

10. To damage, cut, break, injure, deface or disturb any tree, shrub, plant, rock, building, cage, pen, monument, fence, bench or other structure, apparatus or property; or to pluck, pull up, cut, take or remove any shrub, bush, plant or flower; or to mark or write upon, paint or deface in any manner, any building, monument, fence, bench or other structure.

11. To cut or remove any wood, turf, grass, soil, rock, sand, gravel or fertilizer.

12. To leave garbage, cans, bottles, papers or other refuse elsewhere than in trash receptacles provided therefore. Bringing in outside garbage is prohibited.

13. To participate in any activity when the District believes such activity may create a danger to the public or may be considered a public nuisance. The Board of Directors may designate particular locations within park areas for specific activities. Certain facilities may require District permission or reservations.

14. To camp overnight in any District park.

15. To consume alcoholic beverages, unless written permission to so has been granted by the Board.

16. To play or bet at or against any game which is played, conducted, dealt or carried on with cards, dice or other device, for money, chips, shells, credit or any other representative of value, or to maintain or exhibit any gambling table or other instrument of gambling or gaming.

17. To use or speak any threatening, abusive, insulting or other language constituting "fighting words" in any of the parks, and no person shall commit, in any such parks, any obscene; lewd or indecent act or create any nuisance.

18. To disturb in any manner any picnic, meeting, service, concert, exercise or exhibition.

19. To distribute, post, place or erect any advertising, handbill, circular, bill, notice, paper or other advertising device.

20. To sell or offer for sale any food, drinks, confections, merchandise or services unless such person has a written agreement or a permit issued by the Board.

21. To practice, carry on, conduct or solicit for any trade, occupation, business or profession or to circulate any petition of whatsoever kind or character without approval of the Board.

22. To execute burning of any kind, except in BBQ grills.

23. To use facilities outside of the permitted hours, as posted.

24. To lack appropriate, proper, and decent attire.

Notice is hereby given that the District's gazebo and surrounding landscaping, parks and recreational facilities is monitored by surveillance equipment.

Violation of any of the District guidelines or rules related to parks will subject the violator to a fine of up to \$10,000 per violation or criminal penalties, including imprisonment, or both. Parking outside of the designated parking areas will subject the violator to a fine of up to \$10,000 per violation or towing at the violator's expense, or both.

To obtain additional information, contact the Board, or please visit www.hcmud71.com.