

Reservations Policies and Procedures

Mangum-Howell Community Center

In Doss Park at 2500 Frick Road
Houston, TX 77038

Appointments are required to tour the facility for private event reservations. To schedule an appointment, please call 281-591-7830.

These policies and procedures are established between Harris County, acting through its Director of Community Centers for Commissioner Precinct 4 ("County") and the undersigned User, and is made and entered into for the conditions agreed to with the County.

Non-Discrimination:

User shall not discriminate against any person or persons because of race, color, religion, sex, or national origin.

Law Observance:

- User, and User's service providers and agents, shall comply with all applicable federal, state, county, and municipal laws, ordinances, rules, and regulations.
- User agrees that no activity, performance, exhibition, or entertainment shall take place on the premises which is, or may be perceived as being, dangerous, indecent, obscene, immoral, or offensive in any manner.
- User may use the premises and equipment only for the purpose of the event.
- User will not advertise, promote, announce, or open the event to the general public.

Harris County Deputy Constables are authorized to remove any person from the premises who violates any of these policies and procedures.

Availability:

- Reservations may be made twelve (12) months in advance or **a minimum of thirty (30) working days prior to the date of the event** for Harris County residents.
- Reservations may be made six (6) months in advance for non-Harris County residents.
- An appointment is **required** to tour the facilities Monday through Friday from 9 a.m. until 3 p.m., and may be made by calling Mangum-Howell Center at 281-591-7830.
- All reservations are on a first-come, first-served basis.
- User must be at least 21 years of age and present during the event.
- No organization, person, or family may book more than one event per calendar year.
- No reservations are available on County holidays.

- Harris County entities requesting discounted use of facility will be approved based on availability of the facility with final approval from Commissioner's Office.
- Reservations may be denied based on User's past performance.

Deposits and Fees:

- Payment of the Reservation Fee, Cleaning Fee, and Damage Deposit must be made in person to the Community Center Office staff at Doss Park.
- The payment must be in the form of a Cashier's Check or Money Order and made payable to the **Harris County Treasurer**.
- Security and the Security Fee are managed by the Harris County Precinct 4 Constable's Office, Parks Division.
- **A reservation is not secured or confirmed until the Reservation Fee, and Damage Deposit have been received and Security has been confirmed by the Harris County Constable's Office.**

Mangum-Howell Community Center Multi-Purpose Room #102:

- **\$470.00 – Reservation Fee**
- **Includes \$70.00 Cleaning Fee**
- **\$270.00 – Non-profit organizations** are eligible for a reservation fee discount with proof of IRS Determination Letter.
Includes \$70.00 Cleaning Fee

If it takes more than four (4) hours to clean the premises, then User will additionally pay the County, upon demand, **\$29.00** for each hour, or portion thereof, over four (4) hours to clean the premises.

- **\$400.00 – Damage Deposit**

If the premises or any portion of the building is damaged by the fault or negligence of User, User's service providers, guests, or any person admitted to the premises, User will pay the County, upon demand, the sum necessary to repair or restore the premises.

User assumes full responsibility for the conduct of all persons admitted to the premises or to any portion of the building with the consent of User's service providers or any person acting on behalf of User.

Liability of User to repair or pay the County the cost of repair is not limited by any Damage Deposit.

If refundable, the Damage Deposit will be mailed from the Harris County Auditor's Office to User at the address shown below 6 to 8 weeks following the event.

- **Security Fee - \$35.00 per Hour, per Deputy Constable, payable in cash only directly to the deputies.**

The required security is provided through a contract with the Harris County Precinct 4 Constable's Office, Parks Division. The reservationist will contact the Constable's office on your behalf.

The Deputy Constables require a minimum of four (4) hours for an event and must be present for the duration of the event.

The Constable's Office reserves the right to determine the number of deputies needed to secure the event contingent upon the number of guests, type of event, and alcohol consumption.

Reservation Includes:

- **Mangum-Howell Community Center's Room 102**, complete with full kitchen, tables and chairs, audio/visual and sound system equipment, and restrooms. **Please note: Lobby area is for come and go traffic only.**

Facility Staff:

A Harris County Commissioner Precinct 4 staff member is on the premises throughout the reservation period. While the staff remains unobtrusive during the event, the County retains the right to enter the event at any time to ensure all policies and procedures are followed.

Facility Capacity:

- Room 102 accommodates a maximum of **200** people with a table and chair arrangement or **300** people with theater style seating.
- **The total number of people in attendance must include service providers who will be onsite throughout the duration of the event.**
- Attendance shall not exceed the room capacity at any time during the event. Entrances, exits, and passageways must be kept clear at all times.

Hours of Reservations:

Saturdays: 10 a.m. to 6 p.m. (except County holidays and holiday weekends).

Set Up and Breakdown of Event:

- The reservation time includes the set-up, the actual event, breakdown, and walk through with the staff.
- The building must be free of all trash, personal decorations, items, and displays at the end of the reservation period, and all equipment must be removed from the facility at the designated ending time.
- **Allow at least one (1) hour after the event for breakdown and walk through to accommodate the building closure at 6 p.m.**

Removal of Property of User:

The County is authorized to remove all goods, wares, merchandise, and property of any kind that is not removed from the premises at the end of the reservation period, and the **County is released from any and all claims for damages of any kind.**

Decorations and Alterations to Mangum-Howell Center:

- Only free-standing decorations are permitted. No nails, staples, tacks, or adhesive materials will be applied to walls, ceilings, furnishings, fixtures, surfaces, equipment, or landscaping.
- Candles, open flames, flammable, or combustible materials are strictly prohibited.
- Glitter, confetti, rice, birdseed, bubbles, silly string, or any other decor designed to pop/break/shatter or otherwise burst and litter the premises are prohibited.

Alcohol Consumption:

User shall:

- Comply with all applicable federal, state, county, and city laws, ordinances, rules and/or regulations, including those promulgated by the Texas Alcoholic Beverage Commission (TABC)
- Use servers who are currently certified by the TABC
- Pay and have onsite the required number of Deputy Constables as determined by the Harris County Constable's Office

Smoking:

Smoking is prohibited inside the facility and within 25 feet of outside entrances, exits, or wheelchair ramps serving any entrance or exit.

Parking Requirements:

- Parking is available anywhere in the Doss Park parking lot in front of the Doss Activity Building or the Community Center, as well as in the parking lot on the east side of the Community Center.
- Six (6) handicapped spaces are available directly in front of the Community Center and four (4) are available in parking lot on east side of the building.

Cancellations:

- Any violation of the policies and procedures shall be cause for termination of the reservation by the County, in which case User will forfeit all monies paid.
- The reservation may be cancelled at any time up to thirty (30) days prior to the date of the event. If the reservation is cancelled less than 30 days prior to the event, the reservation fee will be forfeited.
- If the premises or any portion of the facility is destroyed or damaged by fire, flood, explosion, vandalism, loss of electricity, or other calamity by act of God or any other cause beyond the

control of the County that would force the cancellation of the event, all deposits and fees paid will be refunded.

Kitchen:

- The kitchen stove and ovens are only available for warming food items. No deep fryers or frying permitted.
- Food spills and all food and beverages must be removed from the facility by the end of the event.
- The ice machine is available for use in accordance with the following Health Department guidelines for safety that include:
 - Wash hands before opening the machine, wear rubber gloves, and use the ice scoop provided.
 - No food or beverages may be stored in the ice machine.

Supplies:

County does **not** provide supplies for the event. The following is a list of supplies that User may need to bring for an event:

- Cleaning supplies and hand/dish towels, cloths, sponges, scouring pads, and all cleaning products
- Paper towels, aluminum foil, napkins, and plastic wrap
- Scissors, cutlery, can opener
- Table coverings, dishes, glasses, cups, plates, platters, pitchers, serving pieces, utensils, and ice buckets
- All coffee supplies, including coffee pot, filters, coffee
- Condiments, salt/pepper shakers, sugar/sweeteners
- Hot pads, trivets, cutting boards, rubber gloves
- Paper, pens, pencils

Other:

- No animals (except guide/service animals) are allowed inside or outside the facility or on the premises.
- No fireworks or sparklers inside or outside the facility or on the premises.
- Children under the age of 18 must be supervised at all times.

Acknowledgement:

I acknowledge and understand all policies and procedures for the use of Mangum-Howell Center.

User's Printed Name

User's Signature

Date

User's Telephone Number: _____ Email: _____

User's Mailing Address:

