

APPLICATION FOR USE OF FRIO COUNTY COMMUNITY CENTER

Please allow one week for review of your application.  
Additional documentation may be required for proof of affiliation and/or non-profit status.

Official Name of Group or Organization:

Parent or Affiliate Organization:

EIN Number:

What purpose, function or use do you plan to make of the meeting space?

Will this be a private event YES NO Are you designated as a 501(c)(3)? YES NO

Individual completing the application:

Name:

Mailing Address:

Day Phone: Evening Phone:

Cell:

E-Mail Address:

Other members authorized to make reservations:

Permission for use of the facility is granted upon the condition that all rules governing use of Frio County Community Center facilities will be followed. Permission may be revoked at any time for failure to do so.

I hereby attest that the forgoing information is true and correct, and that should any of the information be found to be false or should any conduct by myself, participants or guests not be as described in the application, or should any applicable City, County, State or Federal rules, regulations, codes or laws be violated, said reservation will be deemed null and void and any activity associated with this reservation will immediately cease and the event will be cancelled.

I, as an individual or a representative of a group or organization, accept responsibility for any damage or loss of Frio County equipment incurred to the Community Center as result of use of Frio County Community Center. Furthermore, the above-named organization or individual(s) agree to indemnify and hold harmless, the County of Frio from all liabilities, damages, demands, claims, causes of action or judgments and all reasonable

Initial: Date:

expenses, including attorney's fees and costs, incurred in investigation or defending same, for injury to any person, loss of life, or damage to property arising from, or by the use and occupancy of, the facilities herein described by said organization or individual.

By signing below, I am attesting that I have read the attached Rules and Regulations for the Frio County Community Center and agree to abide by all terms and conditions stated therein.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

**FIRST AMENDED**  
**FRIO COUNTY COMMUNITY CENTER**  
**RULES AND REGULATIONS**

Hours and days of operation shall be Monday through Friday, 8:00 a.m. to 5:00 p.m. excluding county holidays. Afterhours accommodations can be made by special request.

The community room is available for use by non-profit organizations and individual citizens of Frio County, for civic, cultural, educational, and similar activities of a non-profit nature or for intergovernmental purposes. Any such use may not interfere with county government functions or conflict with official activities of Frio County or the Frio County Commissioners' Court.

No commercial use of the facility is permitted. Private parties will not be allowed, unless the organization requesting the private use is a governmental agency or non-profit corporation designated as an organization exempt from taxation under the U.S. Code 501(c)(3).

Organizations requesting to use the community room may be required to verify the non-profit status of the organization by providing, on the application form, the tax-exempt number issued by the Internal Revenue Service for such an organization.

Applicants cannot charge participants for their participation in any scheduled events. However, donations may be accepted to solely cover the costs of the activity offered.

The community room shall not be used for fundraising events.

Youth groups must have at least one adult in the Community Room at all times for each twenty youths present.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

Groups/organizations desiring to reserve the Community Room must apply in person to Cherie Allmand at 400 S. Pecan, Pearsall, Texas, or via the internet at [www.Frio.agrilife.org](http://www.Frio.agrilife.org) and complete an application. Once an application has been completed by a particular applicant, and no information on the application has changed, further reservations may be completed by telephone at (830) 334-0099. Applications and reservations must be completed at least 72 hours in advance of the requested date and time. Afterhours applications should be given at least ten business days in advance.

Individual groups/organizations may reserve the room for no more than two events each month. In events expected to last more than one day, each day reserved shall count as one event. In the event the community room has not been reserved within 72 hours of a particular day, then the room can be reserved by an applicant, even if that applicant has already had a reserved activity on two separate occasions earlier that month.

The individual listed on the application must be present in the reserved area at all times and have in his/her possession a copy of the approved application.

The Applicant must keep noise level low 8:00 a.m. to 5:00 p.m. weekdays to avoid disturbing staff in offices adjacent to the community room. The applicant is responsible for managing orderly behavior of all attendees. Groups making excessive noise may be asked to leave and may be denied further use.

If the group requires use of the audio/visual equipment located in the community center will notify Cherie Almand at the time of application. The applicant will be required to attend a brief training session on use of the equipment and will be the only member of the group allowed to operate the audio/visual equipment. Improper and unauthorized use of said equipment can result in damage.

The Applicant is responsible for ensuring that signs, banners, and decorations are NOT affixed to any building surfaces, any furniture, or other equipment provided by the County.

The group or individual using the room is responsible for any damages to the room, to the furnishings audio/visual equipment, or stains. The room is to be left in a clean, neat, and orderly condition. All trash is to be placed in receptacles; chairs and tables replaced in an orderly manner. Any supplies left behind will be disposed of. Failure to return the Community Room to an orderly condition after an event may result in termination of use privileges. Applicants must check that all doors and windows are securely closed and locked and lights shut off before leaving the Community Room after an event.

In the event of any stains or damages the user is required to notify Cherie Allmand within 24 hours at (830) 334-0099.

A refundable deposit of \$50.00 will be required for each date and time upon which the room will be utilized. This deposit can either be made by money order or check. This

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

deposit will be used to repair any damages done to the room that are not the result of normal wear and tear, or to hire cleaning personnel to clean the room if it is not left in a clean, neat, and orderly condition, and the user may be held responsible for any cleaning or reparations in excess of the deposit that are determined to be necessary by the County. This deposit will be returned after it is clear that the room has been left in a satisfactory condition. If multiple uses are planned, this deposit may be left with the county until it is either used in its entirety to fix any damages, or until the group no longer wishes to use the room.

The maximum capacity of the Community Room is 200 persons.

No smoking, or alcohol consumption is permitted in the Community Room at any time

Food and/or beverages may be served in the Community Room. Food preparation (except for heating of already prepared foods) in the community room is not allowed. Applicants serving food/or beverages will be responsible for cleaning costs floors, walls and furniture in the event of spills.

Applicants using the Community Room do so at their own risk. The County will not be responsible for any injury to any persons, or personal items that are lost, stolen or damaged.

No games of chance may be played.

The County Judge's Office must be informed in advance if media coverage will be present for any reason.

If cancellations or changes in the reservations become necessary, the County contact, Cherie Allmand needs to be notified in person or by phone at (830) 334-0099 as early as possible.

County personnel need to have access to meeting rooms at all times. The County retains the right to monitor all meetings conducted on the premises to ensure compliances with its regulations. Violation of any County rules may be grounds for denial of future use of meeting space.

Initial:\_\_\_\_\_ Date:\_\_\_\_\_

EXHIBIT A:

RESERVATION FORM:

Official Name of Group or Organization:

Individual completing the application:

Mailing Address:

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Approximate Number of Participants: \_\_\_\_\_

Number of tables needed: \_\_\_\_\_

Number of chairs needed: \_\_\_\_\_

Will this be a private event YES NO Are you designated as a 501(c)(3)? YES NO

Leave deposit with county for multiple visits: YES NO

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

My Deposit of \_\_\_\_\_ was returned to me on \_\_\_\_\_.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY:

(IF PRIVATE PARTY) Proof of 501(c)(3) status provided? YES NO

Deposit paid by: MONEY ORDER CHECK

Check/Money Order Number: \_\_\_\_\_

Name of Person who delivered check: \_\_\_\_\_

Amount: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_

Check/Money Order Returned: YES NO

Date Returned: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Initial: \_\_\_\_\_ Date: \_\_\_\_\_