

CITY OF SANTA FE
THELMA WEBBER COMMUNITY CENTER

POLICIES, RULES, AND REGULATIONS

The Thelma Webber Community Center, located at the corner of Jackson Avenue and Beriton Street in Santa Fe, Texas, is for the enjoyment of all of Santa Fe. Therefore, to ensure equitable use, to establish limitations on use, and to provide for protection of the property, the City Council has adopted the following policies, rules, and regulations.

POLICIES

1. **Hours of Operation.** The Community Center is available *commercially* for use by the public Monday - Thursday from 1 p.m. to 2 a.m.; Friday from 4 p.m. to 2 a.m.; and on Weekends from 7 a.m. to 2 a.m. Half-day rentals are available in five-hour blocks: (7 a.m. to 12 p.m.), (1 p.m. to 6 p.m.), and a seven hour block from 7 p.m. to 2 a.m..
2. **Privileges.** Community Center privileges can be *denied* to any person, group, or organization because of previous misuse, damage, or lack of cooperation.
3. **Adult Supervision.** Youth functions must be attended by an approved number of adults. The sponsoring group of all dances and large parties must coordinate with the city to assure proper supervision. Participants must confine their activities to the facilities reserved.
4. **Loaning of Equipment.** Furnishings or equipment *will not be loaned* outside the Community Center unless approved by the Community Services Director.
5. **Special Services.** Requirements for services will be determined by the city depending on the *scope of the event* and may include port-a-cans (restroom facilities), additional dumpsters, police security, medical service personnel, health permits, alcoholic beverage permits, gambling licenses, fire permits, certificate of insurance, etc. *Arrangements and expenses* for such additional services or requirements is the responsibility of the user or sponsor of the event. Police security is required when events anticipate 100 or more participants.
6. **Reservations by an Adult.** All reservations must be made by a person of legal voting age who will be held responsible for complying with all federal, state, county, and city laws, policies, rules and regulations.
7. **Fees.** All user fees and deposits *must be paid in full*, according to the fee schedule adopted by the City Council, at the time the reservation application is submitted. All checks should be made payable to the City of Santa Fe. *User fees are not refundable.* Following compliance with the conditions of the rental agreement, *deposits are eligible to be refunded.*
8. **Damages and Cleaning.** Damages to the building and grounds must be reported to City Hall no later than the 10:00 a.m. the first business day following the event. Community Service's

Maintenance personnel should be contacted at the time, the damage occurs. However, in the event of an emergency, contact: (409) 925-2000

Community Services maintenance personnel will verify the condition of the facility following each event and determine its acceptability or if additional cleaning is required. Facilities must be left in a clean condition. If cleaning is required, (as determined by the Community Services Director) the city will charge the lessee at the rate of \$25 per hour per person for cleaning.

9. **Maximum Occupancy & Guests.** The maximum occupancy for the Main Room is 159 people; for the East Room it is 32 people. The user or sponsor of the event is responsible for informing the group, party, or guests of the Community Center rules and to require compliance with same.
10. **Indemnification.** The user shall indemnify and save harmless the City of Santa Fe, its agents, servants and employees, from all suits, actions, or claims of any character, type, or description brought or made for or on account of any injuries or damages received or sustained by any person or persons or property, arising out of, or occasioned by, the use of the premises, including, without limitation the generality of the foregoing, including attorney's fees.

USE RULES

1. **No Smoking.** The Center is designated as a NO SMOKING FACILITY. Smoking is therefore not permitted anywhere within the confines of the building.
2. **Decorations.** Decorations should be limited to tables and *will comply* with all city fire codes. Nails and tape are prohibited. Thumb tacks are permitted only on the dedicated "tack strips" located at the bottom of each I-Beam in the meeting area.

All decorations, trash, litter, etc., must be removed from the premises immediately following conclusion of the event. Storage space before and after the event is not available.

3. **Not Liable for Loss.** The City of Santa Fe *is not liable* for articles brought into the Community Center.
4. **Children in Kitchen.** No children under the age of twelve (12) years are allowed in the kitchen area.
5. **Kitchen Cleanliness.** The user is responsible for leaving the kitchen facilities in a *state of acceptable cleanliness and good order* at the conclusion of each event. This includes the stovetop, catch pan, oven & racks, countertops, cabinets, sink area and kitchen floor. The stovetop, catch pan, oven & racks are to be cleaned thoroughly after each use. Countertops and cabinets are to be cleaned using a vinegar-water mixture. Kitchen floors must be swept and wet mopped after each use.
6. **Equipment Not Available.** Locked kitchen equipment is not available for public use.
7. **No Rice Throwing.** No rice, confetti, or bird seed shall be thrown inside the Community Center.

8. **Air Conditioning and Heating.** All doors and windows must remain closed when heating and air conditioning are in use.
9. **Lights.** Turn off lights at the conclusion of each event.
10. **Post Event.** Clean all tables top surfaces and equipment. Floors are to be swept to remove dirt and trash. Soiled floors must be wet mopped with water only. ***Do not use bleach, cleaning compounds, cleansers or detergents.*** Empty trash barrels and containers, bag and remove all litter and trash generated by the event. Flush all toilets and remove trash in bathrooms. Remove all left-over food from the premises. Trash that does not fit into the on-site dumpster must be removed from the premises immediately following conclusion of each day's activities.
11. **Building.** The user is responsible for ensuring the building is locked and secure before leaving the premises.
12. **Emergencies.** In case of emergency, the user is strongly encouraged to call ***911*** for assistance. Accidents or injuries sustained as a result of conditions associated with the buildings or grounds must be reported to City Hall on the next available city business day following the event. Users are to report unsafe conditions to staff for correction; as well as, the use of any fire extinguisher so that they can be recharged immediately.
13. **Fire.** ***The use of the fireplace is prohibited; as are bonfires and open fires*** on the Community Center's grounds and parking lot area.

Barbecue pits, cookers and similar devices containing open flames shall be not be used within fifteen (15) feet of the building.

Prohibited unless approved by permit from the Santa Fe, Texas Fire Marshal is: fireworks, sparklers or other incendiary devices. **Candles** shall be contained in fire resistant containers or enclosed holders and must be isolated from flammable materials and decorations.

14. **Washroom Closet.** The user is responsible for ensuring mops, mop bucket, brooms are properly stowed and water secured before leaving the premises.

RULES FOR SPECIAL EVENTS AND SPECIAL CONDITIONS

1. **Alcoholic Beverages.** Alcoholic beverages shall only be served after prior approval by the Community Services Director under the following conditions:
 - A. Two police officers must be on premises at all times that alcoholic beverages are available. The police officers will be charged with maintaining good order and discipline associated with a peaceful gathering.
 - B. Alcoholic beverages shall be consumed only inside the building.
 - C. Consumption of alcoholic beverages on the grounds shall only be permitted by prior approval of the Community Services Director only after written proof that both police officers will be available.
 - D. The sale of alcoholic beverages whether sold across a bar or provided with a meal sold to the public requires a Texas Alcoholic Beverage license. Such license is mandatory and a copy must be provided to the city prior to the event.
1. **Gambling.** Gambling is prohibited on the premises except in full conformity with state regulations concerning the conduct of the games and with appropriate licensing in place.
2. **Use of grounds.** All guests have access to the parking lot and grounds. Access to the grounds and the building for exclusive use requires rental of the entire facility.
3. **Food permits.** When prepared food is *to be dispensed to the public*, or when food is cooked on premises for public consumption, appropriate arrangements must be made to obtain a *health permit* or authorization from the Galveston County Health District. Factory packaged food may be exempt but such must be verified with the Health Department.
4. **Large events.** The conduct of large events utilizing both building and grounds must be restricted to the city controlled grounds. A *sketch* of the location of tents booths and similar structures must be submitted with the application. A copy of a *scale drawing* of the site can be obtained at City Hall to assist the applicant in planning the event. A *police presence* is required at the event for security. The *type and amount of security* will be determined by staff upon review of the application. No adjoining streets shall be blocked or restricted without prior application and permission from the Chief of Police.

City controlled property extends from Beriton to the railroad ditch and from Jackson to 137 feet beyond the centerline of the drainage ditch at the end of Peck.

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Thelma Webber Community Center Contact Information

Location: Thelma Webber Community Center
14304 Beriton
Santa Fe, TX 77517

Rental: Santa Fe City Hall
Community Services Department:
Rental: Terri Westmoreland
Director: Diana Salinas Steelquist
12002 Hwy. 6
P. O. Box 950
Santa Fe, TX 77510
Ph: 409-925-6412
Fax: 409-316-1941

Emergency: 911

Non-Emergency Maintenance: Police Department – 409-925-2000

Thelma Webber Community Center

Main Room

2,297 sq. ft.

72 brown vinyl chairs

14 8-ft. tables

East Room/Conference Room

494 sq. ft.

4 8-ft. tables

27 red fabric chairs

20 lb. Ice maker

Sink and counter

- length – 32'
- width – 18'7" at the widest
 - 11'4" at the narrowest

Thelma Webber COMMUNITY CENTER

APPLICATION FOR USE OF FACILITIES

DATE(S) TO BE USED: _____

PURPOSE/TYPE OF USE: (please provide a descriptive summary of the requested use of the facility, including a list of fees to be charged and their purpose, etc.)

FACILITY REQUESTED: _____

ESTIMATED ATTENDANCE: _____

ORGANIZATION: _____

USER/SPONSOR NAME: _____

ADDRESS: _____

TELEPHONE: _____

Please answer the following questions.

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Will the event use the grounds in addition to the building? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will food be prepared, heated or served on the premises? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are food handling permits required? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will alcoholic beverages be served? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will alcoholic beverages be consumed outside of the building? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will alcoholic beverages be sold or provided with meals sold to the public? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is an alcoholic beverage permit required? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will gambling or bingo occur? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are gambling licenses required? |

USER FEE SCHEDULE:

DEPOSIT: \$300

USER FEES:

	Days	Times	Main Room	Kitchen	East Room
Resident	Any Day	5 hours	\$ 75	\$ 40	\$ 25
	Single Day	Single day	\$ 150	\$ 75	\$ 40
	Fri. – Mon.	4pm-1am	\$ 220	\$ 110	\$ 75
	Week (7 days)		\$ 290	\$ 150	\$ 110
Non Resident	Any Day	5 hours	\$ 110	\$ 60	\$ 30
	Single Day	Single day	\$ 220	\$ 110	\$ 60
	Fri.-Mon.	4pm-1am	\$ 325	\$ 160	\$ 110
	Week (7 days)		\$ 430	\$ 220	\$ 170

*** For multiple rentals for a single event, only one deposit will be required.

REFUND POLICY

The City of Santa Fe pays bills twice monthly, on the 10th and 25th. A deposit refund will be treated like a bill, which means a check will be issued either on the 10th or 25th billing cycle. Refunds will not be available earlier.

I have read and understand the policies, rules, and regulations of the Thelma Webber Community Center, and I agree to abide by them.

Signature of User or Sponsor

Date

SANTA FE POLICE DEPARTMENT

REQUEST FOR OFFICIERS

In order to secure Santa Fe Police Officers at your event, you must contact the police department a minimum of two weeks prior to the event date.

Santa Fe Police Officers may be hired in order to satisfy the "two officer" requirement at events where alcoholic beverages will be served or sold. Officers may be hired at the rate of thirty dollars (\$30.00) per officer per hour, with a four (4) hour minimum.

Santa Fe Police Department
P.O. Box 950
3650 FM 646 N
Santa Fe, TX 77510-0950
Dispatch: (409) 925-2000
Administration: (409) 925-3092
Metro: (409) 316-1945
Fax: (409) 925-4806

DATE OF EVENT: _____

TIME OF EVENT*: _____

LOCATION: _____

PURPOSE/TYPE OF EVENT:

NUMBER OF OFFICERS NEEDED:** _____

* There is a four (4) hour minimum per Officer

** A minimum of two Officers is required if alcoholic beverages are sold or served.

Event sponsor contact information:

Name: _____

Address: _____

Phone number (s): _____

Signature: _____ **Date:** _____

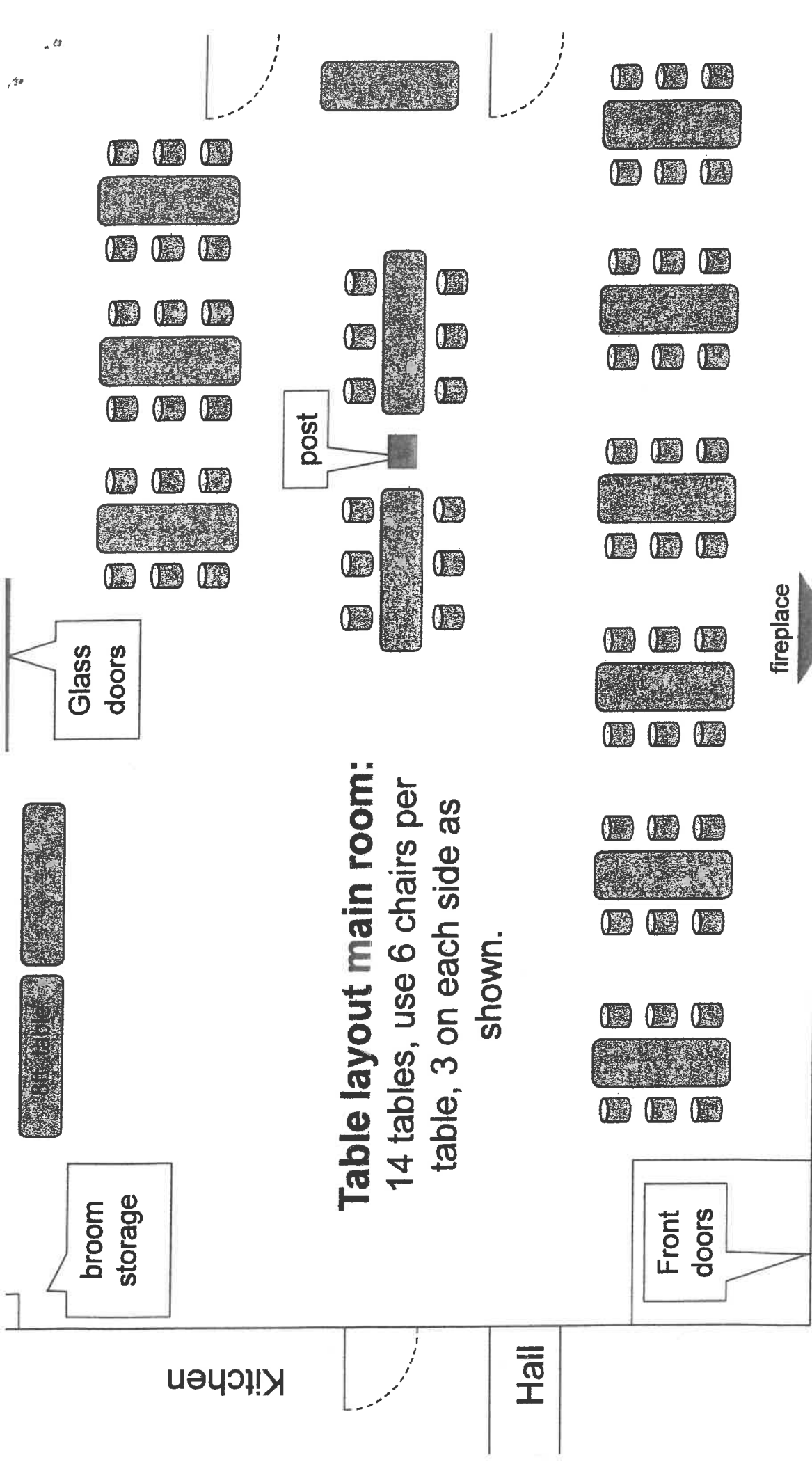


Table layout main room:
 14 tables, use 6 chairs per table, 3 on each side as shown.

Emergency: call 911

Non-Emergency

Maintenance: call police

department – 409-925-2000

Number of Tables and Chairs as of Nov. 2017

- 14 white/grey 8 ft. plastic tables in Main Room
- 4 white/grey 8 ft. plastic tables in East Room
- 72 brown vinyl chairs in Main Room
- 27 red fabric chairs East Room

Tables and Chairs at Webber Center as of November 2017

- 14 white/grey 8 ft. plastic tables in Main Room
- 4 white/grey 8 ft. plastic tables in East Room
- 72 brown vinyl chairs in Main Room
- 27 red fabric chairs in East Room