



**CITY OF ALPINE**  
**PARKS & RECREATION BOARD MEETING**  
**August 14, 2024 – 5:30 PM**

---

*City Council Chambers, 803 W. Holland Avenue, Alpine, Texas 79830*

**1. CALL TO ORDER.**

**2. DETERMINATION OF QUORUM**

**3. PUBLIC COMMENTS.**

*Each person in attendance who desires to speak to the City Council on an item on the agenda shall speak during this section, or at one singular agenda item. A Public Comment Card must be filled out and turned in to the City Secretary at least 5 minutes prior to the start time of the meeting. The Public Comment Card may be filled out at [www.cityofalpine.com/councilcomments](http://www.cityofalpine.com/councilcomments). Public comments may be made regarding agenda items only. Attendees must be physically present in order to address the City Council. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. Please note that the City Council may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the Council from deliberating or taking action on an item not listed on the agenda. City Staff may ask commenters clarifying questions, respond with facts, and explain policy.*

**4. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING**

- A. Approval of February 14, 2024 Regular Meeting Minutes. (G. Calderon, City Secretary)
- B. Approval of June 12, 2024 Regular Meeting Minutes. (G. Calderon, City Secretary)
- C. Approval of July 10, 2024 Regular Meeting Minutes. (G. Calderon, City Secretary)

**5. PUBLIC HEARINGS.**

*At this time, the Mayor will invite members of the public to address each item listed in this section. Comments made during this section are limited to the topic of each public hearing. Attendees must be physically present in order to address the City Council. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. If more than one public hearing is being held, each person will be allowed to speak during each topic.*

**6. INFORMATION OR DISCUSSION ITEMS**

- A. Update on the Pueblo Nuevo Park project. (D. Nance, City Council)
- B. Discuss watering at City Parks, specifically Medina Park, and discuss what needs to be done for the trees to be watered and kept up with. (N. Olivas, Board Member)
- C. Discuss parks tasks in relation to signs in city parks and hold a discussion regarding the sufficiency of current signs and proposed changes. (K. Baca, Board Member)

**7. ACTION ITEMS.**

*Action items are to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to 10 per meeting).*

- A. Make a recommendation to the City Council regarding Parks and Recreation Facilities Fees.  
(M. Antrim, City Manager)

8. **BOARD MEMBER COMMENTS**

9. **ADJOURN.**

**CERTIFICATION**

I, Geoffrey R. Calderon, do hereby certify that this notice was posted at City Hall, in a convenient and readily accessible place to the general public, and on the City website at [www.cityofalpine.com/agenda](http://www.cityofalpine.com/agenda) pursuant to Section 551.043, Texas Government Code. The said notice was posted by 5:00 P.M. on August 9, 2024, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

**WITNESS MY HAND AND SEAL**

**this 9th day of August, 2024**

  
\_\_\_\_\_  
Geoffrey R. Calderon, TRMC  
*City Secretary & Chief Governance Officer*





## **PARKS AND RECREATION BOARD AGENDA ITEM REPORT**

**August 14, 2024**

Agenda Item No. 4A

Department: Board

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: Approve



---

### **AGENDA ITEM**

---

Approval of February 14, 2024 Regular Meeting Minutes. (G. Calderon, City Secretary)

---

### **EXECUTIVE SUMMARY**

---

None.

---

### **SUPPORTING MATERIALS**

---

1. 2-14-24 Parks Minutes

---

### **BUDGET CONSIDERATIONS**

---

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY2023-2024: N/A

Additional Funding: N/A

---

### **APPROVERS**

---

Alex Tackett, Records Clerk

Geoffrey R. Calderon, City Secretary

Megan Antrim, City Manager

**CITY OF ALPINE  
PARKS & RECREATION BOARD MEETING  
WEDNESDAY, FEBRUARY 14, 2024 – 5:30 P.M.  
MINUTES**

1. **Call to Order** – Acting Chair of the Board, TK Santos, called the regular meeting to order at 5:30 P.M. The meeting took place in City Council Chambers at 803 W. Holland Avenue, Alpine, Texas, 79830.
2. **Determination of quorum and proof of notice of meeting.**

**Board Members Physically Present:**

Larry Hood, Board Member Place 2  
Kristal Baca, Board Member Place 3  
Herman Acosta, Board Member Place 5  
TK Santos, Board Member Place 6  
Luis Gomez, Board Member Place 7  
Council Member Darin Nance

**City Staff Present:**

Megan Antrim, City Manager  
Geoffrey R. Calderon, City Secretary

**Board Members Not Present:**

*Vacant*, Board Member Place 1  
*Vacant*, Board Member Place 4

3. **Public Comments (limited to three minutes per person).** -None.
4. **Approval of Minutes of the previous meeting –**
  - a) January 10, 2024, Regular Meeting Minutes. (G. Calderon, City Secretary)

***On a motion by board member Hood and seconded by board member Acosta to approve the minutes, the Parks and Recreation Board unanimously voted to adopt the motion.***

5. **Public Hearings** – None.

6. **Information or Discussion Items –**

- a) Discuss relationship between Big Bend Parks and Recreation for Kids (BBPaRKs) and the Parks and Recreation Board, and plan going forward. (K. Santos, Board Member)
- b) Distribute 2023-2024 Fiscal Year tasks to board members. (D. Nance, City Council)

7. **Action Items –**

- a) Appoint the Chair of the Parks and Recreation Board. (G. Calderon, City Secretary)

***On a motion by board member Gomez and seconded by board member Acosta to appoint Herman Acosta as the Chair, the Parks and Recreation Board unanimously voted to adopt the motion.***

- b) Appoint other offices of the Parks and Recreation Board. (G. Calderon, City Secretary)

***On a motion by board member Gomez and seconded by board member Acosta to appoint Larry Hood as the Vice-Chair, the Parks and Recreation Board unanimously voted to adopt the motion.***

*On a motion by board member Acosta and seconded by board member Baca to appoint Luis Gomez as Secretary, the Parks and Recreation Board unanimously voted to adopt the motion.*

8. **Board Member Comments.**

9. **Adjourn (5:50 P.M.)**

---

Chair of the Parks & Recreation Board

**CERTIFICATION**

I, Geoffrey R. Calderon, hereby certify that notice of this meeting was posted at City Hall, a convenient and readily accessible place to the general public and to the City website at [www.cityofpine.com](http://www.cityofpine.com) pursuant to Section 551.043, Texas Government Code. The said notice was posted by 5:00 P.M. on February 10, 2024, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

---

Geoffrey R. Calderon, City Secretary

## PARKS AND RECREATION BOARD AGENDA ITEM REPORT

August 14, 2024

Agenda Item No. 4C

Department:

Sponsor:

Memo Prepared By: Agenda Managers: please remove this text and enter the name and title of the individual creating the memo/item report PRIOR to producing the memo/item report so that it can be populated into the document automatically.

Staff Recommendation:



---

### AGENDA ITEM

---

Approval of July 10, 2024 Regular Meeting Minutes. (G. Calderon, City Secretary)

---

### EXECUTIVE SUMMARY

---

---

### SUPPORTING MATERIALS

---

1. 7-10-24 Parks Board Minutes

---

### BUDGET CONSIDERATIONS

---

Expenditure Required:

Savings Anticipation:

Current Budget FY2023-

2024:

Additional Funding:

---

### APPROVERS

---

**City of Alpine**  
***PARKS & RECREATION BOARD Meeting***  
**Wednesday, July 10, 2024 – 5:30 PM**  
**Minutes**

1. **CALL TO ORDER.**

2. **DETERMINATION OF QUORUM**

**Board Members Present:**

Place 3 Kristal Baca

Place 7 Luis Gomez

Place 2 Norma Hinojos Olivo

Councilor Darin Nance

**City Staff and Stakeholders Present:**

Megan Antrim, City Manager

Geoffrey R. Calderon, City Secretary

**Not Present:**

Place 5, Chair Herman Acosta

**Others Present:** None.

3. **PUBLIC COMMENTS.**

*Each person in attendance who desires to speak to the City Council on an item on the agenda shall speak during this section, or at one singular agenda item. A Public Comment Card must be filled out and turned in to the City Secretary at least 5 minutes prior to the start time of the meeting. The Public Comment Card may be filled out at [www.cityofalpine.com/councilcomments](http://www.cityofalpine.com/councilcomments). Public comments may be made regarding agenda items only. Attendees must be physically present in order to address the City Council. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. Please note that the City Council may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the Council from deliberating or taking action on an item not listed on the agenda. City Staff may ask commenters clarifying questions, respond with facts, and explain policy.*

4. **APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING**

A. Approval of February 14, 2024 Regular Meeting Minutes. (G. Calderon, City Secretary)

**Approval of the minutes was postponed due to lack of voting members present.**

B. Approval of June 12, 2024 Regular Meeting Minutes. (G. Calderon, City Secretary)

**Approval of the minutes was postponed due to lack of voting members present.**

5. **PUBLIC HEARINGS.**

*At this time, the Mayor will invite members of the public to address each item listed in this section. Comments made during this section are limited to the topic of each public hearing. Attendees must be physically present in order to address the City Council. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. If more than one public hearing is being held, each person will be allowed to speak during each topic.*

6. **INFORMATION OR DISCUSSION ITEMS**

- A. Update on the Pueblo Nuevo Park project. (D. Nance, City Council)

**Megan Antrim, City Manager, provided an update on the Pueblo Nuevo Park Project.**

- B. Discuss Parks Board task list pertaining to Park Rules. (D. Nance, City Council)

**Item 6B was postponed to the next meeting by Councilor Nance.**

7. **ACTION ITEMS.**

*Action items are to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to 10 per meeting).*

- A. Appoint a Vice-Chair and reconfigure officer positions as needed. (D. Nance, City Council)

**Action Item A was postponed due to lack of voting members present at the meeting.**

8. **BOARD MEMBER COMMENTS**

9. **ADJOURN.**

**On a motion by Kristal Baca and seconded by Norma Hinojos Olivo to adjourn, the meeting was adjourned. (5:41 P.M.)**

## PARKS AND RECREATION BOARD AGENDA ITEM REPORT

August 14, 2024

Agenda Item No. 6A

Department: Board

Sponsor: Darin Nance, Councilor

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: None



---

### AGENDA ITEM

---

Update on the Pueblo Nuevo Park project. (D. Nance, City Council)

---

### EXECUTIVE SUMMARY

---

None.

---

### SUPPORTING MATERIALS

---

None

---

### BUDGET CONSIDERATIONS

---

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY2023-2024: N/A

Additional Funding: N/A

---

### APPROVERS

---

Alex Tackett, Records Clerk

Geoffrey R. Calderon, City Secretary

Megan Antrim, City Manager

## PARKS AND RECREATION BOARD AGENDA ITEM REPORT

August 14, 2024

Agenda Item No. 6B

Department: Board

Sponsor: Norma Hinojos Olivo, Place 2

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: None



---

### AGENDA ITEM

---

Discuss watering at City Parks, specifically Medina Park, and discuss what needs to be done for the trees to be watered and kept up with. (N. Olivas, Board Member)

---

### EXECUTIVE SUMMARY

---

None.

---

### SUPPORTING MATERIALS

---

None

---

### BUDGET CONSIDERATIONS

---

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY2023-2024: N/A

Additional Funding: N/A

---

### APPROVERS

---

Alex Tackett, Records Clerk

Geoffrey R. Calderon, City Secretary

Megan Antrim, City Manager



## **PARKS AND RECREATION BOARD AGENDA ITEM REPORT**

**August 14, 2024**

Agenda Item No. 6C

Department: Board

Sponsor: Kristal Baca, Place 3

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: None



---

### **AGENDA ITEM**

---

Discuss parks tasks in relation to signs in city parks and hold a discussion regarding the sufficiency of current signs and proposed changes. (K. Baca, Board Member)

---

### **EXECUTIVE SUMMARY**

---

None.

---

### **SUPPORTING MATERIALS**

---

1. Parks Map - Baines
2. Parks Map - Centennial
3. Parks Map - Pueblo Nuevo
4. Parks Map Medina
5. Parks Map - Railroad
6. Parks Map - American Legion

---

### **BUDGET CONSIDERATIONS**

---

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY2023-2024: N/A

Additional Funding: N/A

---

### **APPROVERS**

---

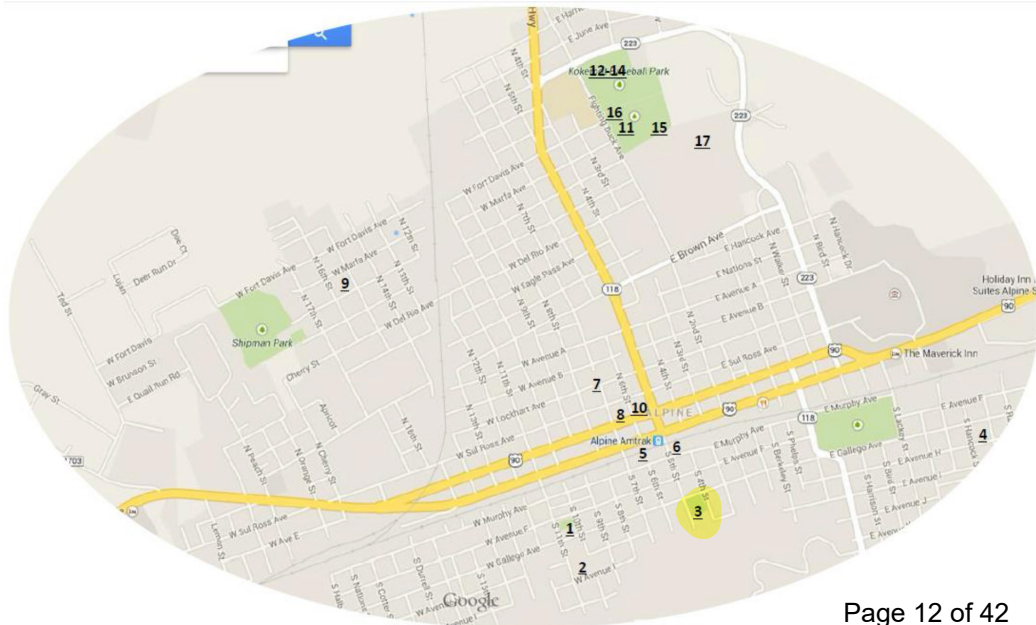
Alex Tackett, Records Clerk

Geoffrey R. Calderon, City Secretary

Megan Antrim, City Manager

## Alpine Park and Recreation Map

- |                                  |                                          |                                |
|----------------------------------|------------------------------------------|--------------------------------|
| 1. Medina                        | 7. Nopalitos                             | 13. Manuel Payne Complex       |
| 2. Centennial                    | 8. Veterans' Memorial                    | 14. Alpine International Field |
| 3. Baines                        | 9. American Legion                       | 15. Alpine Soccer Fields       |
| 4. Pueblo Nuevo                  | 10. Old Town Square                      | 16. Alpine Municipal Pool      |
| 5. George Felix Howland Memorial | 11. Kokernot                             | 17. Alpine Country Club        |
| 6. Railroad                      | 12. Alpine Little League Baseball Fields |                                |



NO ALCOHOLIC  
BEVERAGES  
ARE PERMITTED  
ON PARK PREMISES

  
**BAINES PARK**  
- NO PARKING IN THE PARKING LOT  
- PARKING MUST BE ON LEASE AT ALL TIMES  
- NO PARKING IN THE PARKING LOT  
- NO MOTORHOMES, TRAILERS OR RVS  
- NO BUSES OR TRUCKS  
- PARKING IN BACK OF LOT ONLY  
- NO ALCOHOLIC BEVERAGES  
- NO DRUGS  
**THIS IS YOUR PARK.  
TAKE CARE OF IT!**

DO NOT  
PARK NEXT TO  
OR BLOCK THIS







**BAINES PARK**

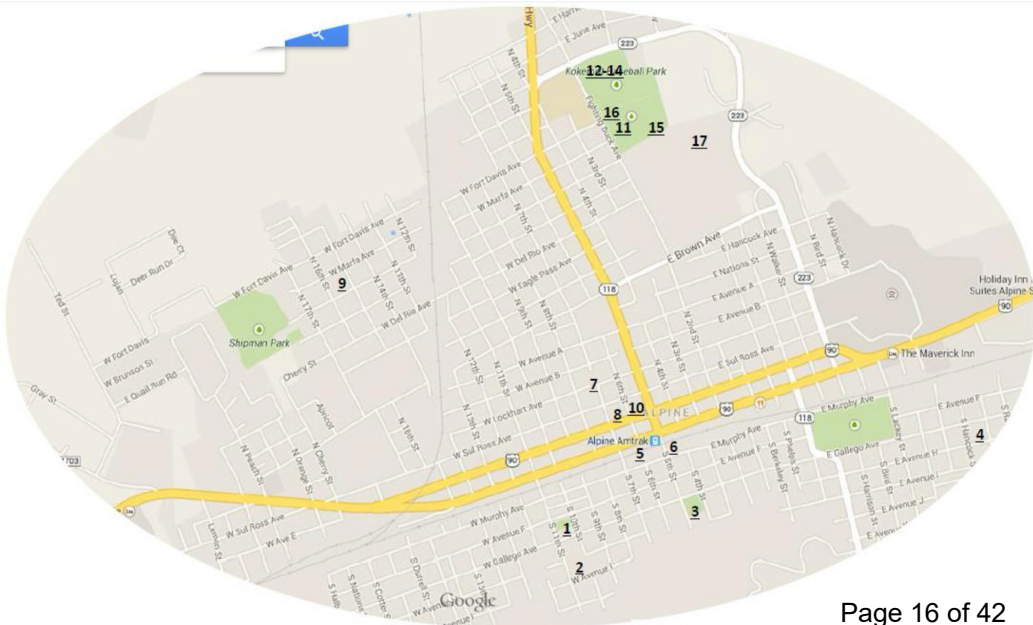
- PARK OPEN DAWN TO DUSK 9 AM
- PETS MUST BE ON LEASH AT ALL TIMES
- PICK UP AFTER YOUR PETS
- NO MOTORIZED VEHICLES IN PARK
- NO HORSES IN PARK
- FIRES IN BAR B QUE PITS ONLY
- NO ALCOHOLIC BEVERAGES
- NO GOLF ACTIVITIES

**THIS IS YOUR PARK,  
TAKE CARE OF IT!**



## Alpine Park and Recreation Map

- |                                  |                                          |                                |
|----------------------------------|------------------------------------------|--------------------------------|
| 1. Medina                        | 7. Nopalitos                             | 13. Manuel Payne Complex       |
| 2. Centennial                    | 8. Veterans' Memorial                    | 14. Alpine International Field |
| 3. Baines                        | 9. American Legion                       | 15. Alpine Soccer Fields       |
| 4. Pueblo Nuevo                  | 10. Old Town Square                      | 16. Alpine Municipal Pool      |
| 5. George Felix Howland Memorial | 11. Kokernot                             | 17. Alpine Country Club        |
| 6. Railroad                      | 12. Alpine Little League Baseball Fields |                                |





## CENTENNIAL

- PARK OPEN DAWN TO 10:00 P.M.
- PETS MUST BE ON LEASH AT ALL TIMES
- PICK UP AFTER YOUR PETS
- NO MOTORIZED VEHICLES IN PARK
- NO HORSES IN PARK
- FIRES IN BAR B QUE PITTS ONLY
- NO ALCOHOLIC BEVERAGES
- NO GOLF ACTIVITIES

**THIS IS YOUR PARK,  
TAKE CARE OF IT!**





NO  
DOGS  
ON  
FIELD





Keep  
gates  
closed!

NO  
DOGS  
ON  
FIELD

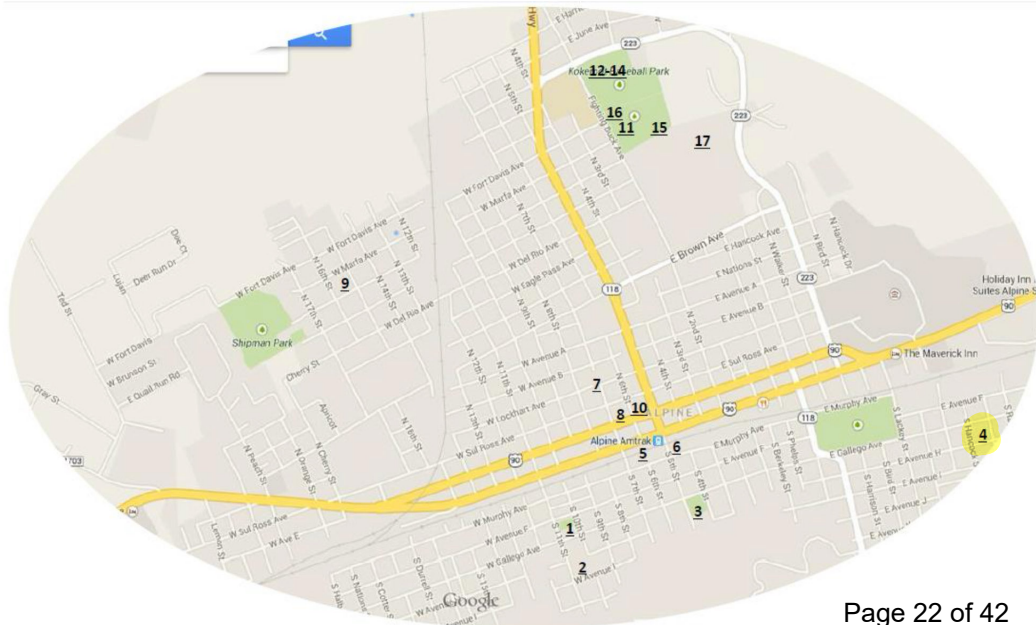






## Alpine Park and Recreation Map

- |                                  |                                          |                                |
|----------------------------------|------------------------------------------|--------------------------------|
| 1. Medina                        | 7. Nopalitos                             | 13. Manuel Payne Complex       |
| 2. Centennial                    | 8. Veterans' Memorial                    | 14. Alpine International Field |
| 3. Baines                        | 9. American Legion                       | 15. Alpine Soccer Fields       |
| 4. Pueblo Nuevo                  | 10. Old Town Square                      | 16. Alpine Municipal Pool      |
| 5. George Felix Howland Memorial | 11. Kokernot                             | 17. Alpine Country Club        |
| 6. Railroad                      | 12. Alpine Little League Baseball Fields |                                |





The City of Alpine  
Public Recreation Site Development Project

With Funding Assistance through  
LAND WATER CONSERVATION FUND  
U.S. Department of the Interior, National Park Service

Administered by the Texas Parks & Wildlife Department, Recreation Grants Branch

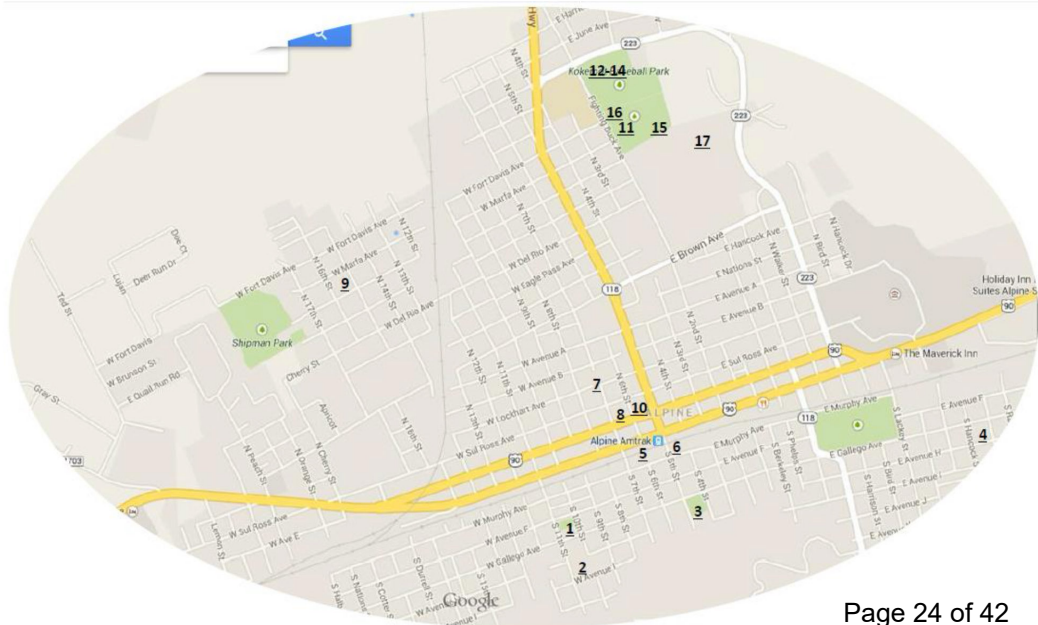
|                                  |     |              |
|----------------------------------|-----|--------------|
| Land and Water Conservation Fund | 50% | \$217,591.00 |
| City of Alpine                   | 50% | \$217,591.00 |

Total Project **\$435,182.00**



## Alpine Park and Recreation Map

- |                                  |                                          |                                |
|----------------------------------|------------------------------------------|--------------------------------|
| 1. Medina                        | 7. Nopalitos                             | 13. Manuel Payne Complex       |
| 2. Centennial                    | 8. Veterans' Memorial                    | 14. Alpine International Field |
| 3. Baines                        | 9. American Legion                       | 15. Alpine Soccer Fields       |
| 4. Pueblo Nuevo                  | 10. Old Town Square                      | 16. Alpine Municipal Pool      |
| 5. George Felix Howland Memorial | 11. Kokernot                             | 17. Alpine Country Club        |
| 6. Railroad                      | 12. Alpine Little League Baseball Fields |                                |



NO ALCOHOLIC  
BEVERAGES  
ARE PERMITTED  
ON PARK PREMISES









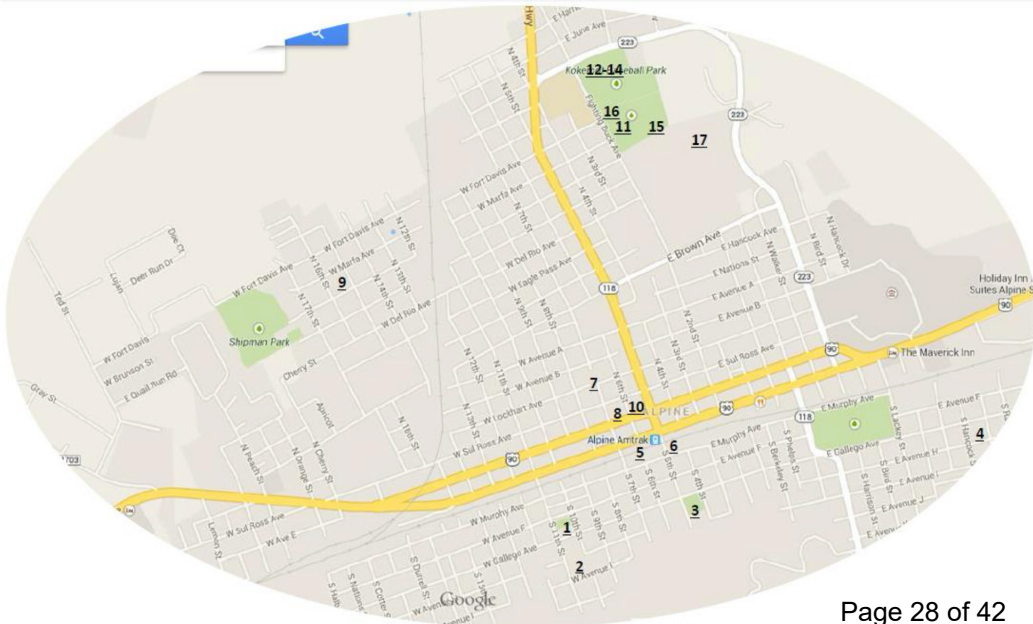


## Alpine Park and Recreation Map

1. Medina
2. Centennial
3. Baines
4. Pueblo Nuevo
5. George Felix Howland Memorial
6. Railroad

7. Nopalitos
8. Veterans' Memorial
9. American Legion
10. Old Town Square
11. Kokernot
12. Alpine Little League Baseball Fields

13. Manuel Payne Complex
14. Alpine International Field
15. Alpine Soccer Fields
16. Alpine Municipal Pool
17. Alpine Country Club



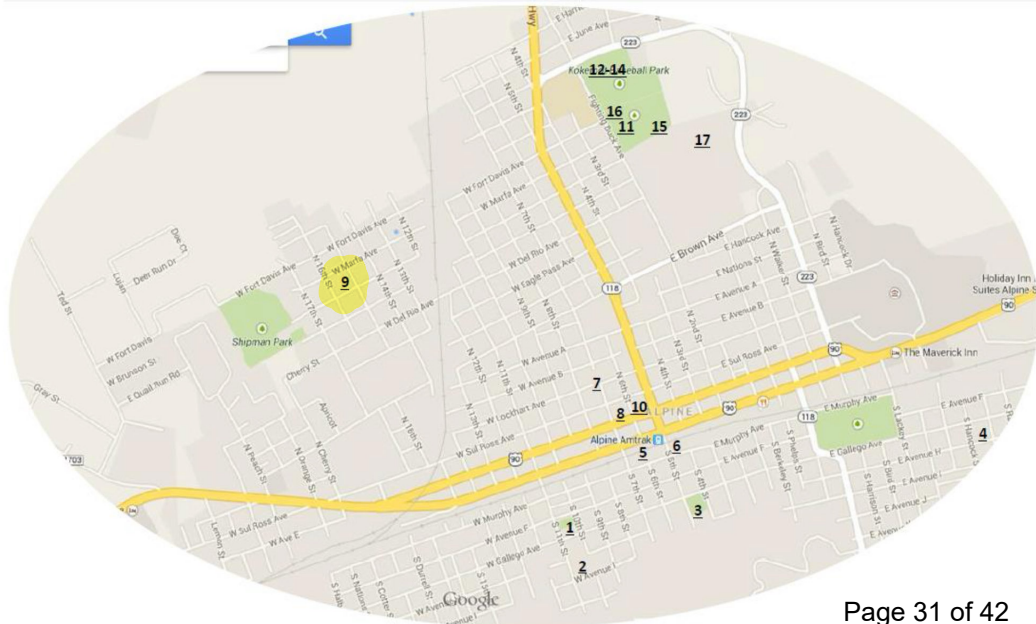






## Alpine Park and Recreation Map

- |                                  |                                          |                                |
|----------------------------------|------------------------------------------|--------------------------------|
| 1. Medina                        | 7. Nopalitos                             | 13. Manuel Payne Complex       |
| 2. Centennial                    | 8. Veterans' Memorial                    | 14. Alpine International Field |
| 3. Baines                        | 9. American Legion                       | 15. Alpine Soccer Fields       |
| 4. Pueblo Nuevo                  | 10. Old Town Square                      | 16. Alpine Municipal Pool      |
| 5. George Felix Howland Memorial | 11. Kokernot                             | 17. Alpine Country Club        |
| 6. Railroad                      | 12. Alpine Little League Baseball Fields |                                |





AMERICAN LEGION  
T-BALL PARK



## **PARKS AND RECREATION BOARD AGENDA ITEM REPORT**

**August 14, 2024**

Agenda Item No. 7A

Department: Office of the City Manager

Sponsor: Megan Antrim, City Manager

Memo Prepared By: Geoffrey R. Calderon, City Secretary

Staff Recommendation: Approve



---

### **AGENDA ITEM**

---

Make a recommendation to the City Council regarding Parks and Recreation Facilities Fees. (M. Antrim, City Manager)

---

### **EXECUTIVE SUMMARY**

---

On September 13, 2023, the Parks and Recreation Board made a recommendation to the City Council to update the Kokernot Park Pavilion fees. The board recommended no changes to the Civic Center fees at that time. Attached are the agreements for the two facilities, and City Administration is requesting the boards input on whether the fees should remain the same or be updated.

---

### **SUPPORTING MATERIALS**

---

1. KOKERNOT PAVILION AGREEMENT 2023
2. CIVIC CENTER AGREEMENT 2023

---

### **BUDGET CONSIDERATIONS**

---

Expenditure Required: N/A

Savings Anticipation: N/A

Current Budget FY2023-2024: N/A

Additional Funding: N/A

---

### **APPROVERS**

---

Alex Tackett, Records Clerk

Geoffrey R. Calderon, City Secretary

Megan Antrim, City Manager



# **KOKERNOT PAVILION**

1500 N. Fighting Buck St  
Alpine, Texas 79830

## **RESERVATION FORM**

| <b>LESSEE INFORMATION</b>                                 |                               |                             |                            |
|-----------------------------------------------------------|-------------------------------|-----------------------------|----------------------------|
| Event Date(s)                                             | Event Start Time<br>A.M / P.M | Event End Time<br>A.M / P.M | Total hours                |
| First Name                                                | Last Name                     |                             | Primary Telephone Number   |
| Mailing Address                                           |                               |                             | Email Address              |
| Emergency Contact Person ( <i>First Name, Last Name</i> ) |                               |                             | Emergency Telephone Number |

| RATES & FEES                                     | Commercial General<br>Public |
|--------------------------------------------------|------------------------------|
| <b>Full Day Rental</b> (9:00 a.m. to 9:00 p.m.)  | \$75.00                      |
| <b>Morning Rental</b> (9:00 a.m. to 3:00 p.m.)   | \$40.00                      |
| <b>Afternoon Rental</b> (4:00 p.m. to 9:00 p.m.) | \$40.00                      |
| <b>Deposit</b> (Refundable)                      | \$25.00                      |

## **RULES & REGULATIONS**

1. Payment of the full rental fees & rental facility deposit is due at the time of application by cash, check, or money order. **The facility will not be reserved until full payment is made.**
2. Deposits are 100% refundable provided conditions are met.
3. Kokernot Pavilion must be left as it was found.
4. No barbeque/grilling under canopy is allowed.
5. All decorations must be removed.
6. All trash, paper, cans, etc. from floors, tables, and parking lot that was caused by the event.
7. Any damage to Kokernot Pavilion will be charged to lessee.
8. Absolutely no alcohol is allowed. If any alcohol is discovered, lessee will be cited by the authorities.
9. Cancellations must be 10 days before event in order for refund.
10. City policy is no exceptions to the reservation fees and deposit.



I, hereby agree to and shall relieve, hold harmless and indemnify the City of Alpine, Texas from any and all claims or damages from any person or persons whatsoever as a result to the use of the facilities aforesaid, agree to pay for the use of the Pavilion at the Kokernot Park and acknowledge and agree to the above rules & regulations.

|                              |                           |               |
|------------------------------|---------------------------|---------------|
| _____<br>Lessee Printed Name | _____<br>Lessee Signature | _____<br>Date |
|------------------------------|---------------------------|---------------|

**FOR OFFICE USE ONLY – VERIFIED BY**

|                             |                          |               |
|-----------------------------|--------------------------|---------------|
| _____<br>Staff Printed Name | _____<br>Staff Signature | _____<br>Date |
|-----------------------------|--------------------------|---------------|



# **CIVIC CENTER**

100 N. 13TH St  
Alpine, Texas 79830  
(432) 837-3301 x 1

## **FACILITY INFORMATION**

| <b>RATES &amp; FEES</b>                                     | <b>Commercial<br/>General Public</b> | <b>Non-Profit<br/>Organization</b> | <b>Government<br/>Agencies</b> |
|-------------------------------------------------------------|--------------------------------------|------------------------------------|--------------------------------|
| <b>Full Day Rental</b>                                      | \$500.00                             | \$100.00                           | \$100.00                       |
| <b>Half Day Rental</b> (4 Hours, 8:00 a.m. – 5:00 p.m. M-F) | \$250.00                             | \$50.00                            | \$50.00                        |
| <b>Deposit</b>                                              | \$200.00                             | \$200.00                           | \$200.00                       |
| <b>Security</b><br>*Required if alcohol is served*          | \$60.00/hr. for 2<br>officers        | \$60.00/hr. for 2<br>officers      | \$60.00/hr. for 2<br>officers  |

| <b>AMENITIES</b>         | <b>Quantity</b> | <b>Description</b>  |
|--------------------------|-----------------|---------------------|
| <b>Plastic tables</b>    | 54              | 2 ½' x 8' rectangle |
|                          | 24              | 5' round            |
| <b>Chairs</b>            | 256             | Stainless steel     |
| <b>Wi-Fi</b>             | Open            | Civic Center        |
| <b>Maximum Occupancy</b> | 507             |                     |

## **DEPOSIT AND FEES**

Payment of the full rental fees & rental facility deposit **is due at the time of application** by cash, check, or money order. The facility will not be reserved until full payment is made.

Facility Rental Damage and Cleaning Deposit: **\$200.00**

Damage deposits are 100% refundable provided the following conditions are met:

- The room(s) and facility (including outside area) are left properly cleaned and in an orderly manner per the Facility Cleaning Procedures.
- Use of the facility **does not** exceed the scheduled time.
- All equipment is accounted for and undamaged.
- Damage to the area or its contents has not occurred.
- All rules and procedures governing alcohol and smoking are met.
- All doors and windows are closed and locked. All AC/ heaters are turned off.
- All lights turned off & are to remain turned off at the end of every night.
- All rules and procedures governing City of Alpine facility use are met.

| <b>Cost for damages</b>              | <b>Cost</b> | <b>Description</b> |
|--------------------------------------|-------------|--------------------|
| <b>Plastic tables</b>                | \$150.00    | Rectangle each     |
|                                      | \$225.00    | Round each         |
| <b>Chairs</b>                        | \$75.00     | Each               |
| <b>Lost key</b>                      | \$100.00    | Each               |
| <b>Late return key</b>               | \$75.00     | Per day            |
| <b>Unlocked door</b>                 | \$75.00     | Per day            |
| <b>Lights left on overnight</b>      | \$50.00     | Per day/night      |
| <b>A/Cs or heater not turned off</b> | \$50.00     | Per day            |
| <b>Alcohol penalty charge</b>        | \$200.00    |                    |

If the above conditions are not met to the satisfaction of City Staff, an appropriate fee will be deducted from the damage deposit. If the cost of cleaning and/or repair of the facility exceeds the amount of the damage deposit, the rental group will be billed for those additional costs. If the renter or organization fails to satisfy all outstanding payments, they will be barred from renting the Civic Center until all outstanding charges are paid. Deposits will be refunded via check within 30 days post event.

### **CANCELLATION POLICY**

All reservation cancellations must be made in writing. Cancellations made 10 or more working days prior to the event will result in a full refund of the fees paid. Deposits are not refundable with less than 10 day written notice.

### **TERMINATION POLICY**

All relative City of Alpine Codes and Ordinances will be in effect and enforced at all City of Alpine facilities. There are regulations governing sound and noise levels, pets, animals, parking, vehicle access, weapon possession, etc. These codes can be viewed online at [www.cityofalpine.com](http://www.cityofalpine.com). The City of Alpine reserves the right to terminate your event if City Staff, in good faith, perceive that you or your guests pose a risk to the safety of the persons or property on the premises or that you or your guests are violating local, state or federal laws. Upon verbal notice from City Staff or the Alpine Police Department that your event is being terminated, you and your guests must leave the premises immediately, and you will not receive a refund of your rental fee. You will be responsible for the prompt removal of any personal items brought to your event.

### **ALCOHOL POLICY**

Absolutely no alcohol is allowed in the Civic Center without the explicit authorization from the City. Security must be provided by the Alpine Police Dept., at all times that alcohol is served or consumed. Failure to abide by this rule will result in an alcohol penalty charge and the renter will be barred from renting the Civic Center going forward.



## APPLICATION

The City of Alpine encourages the use of the Civic Center if use is of a lawful purpose, and does not interfere with the City of Alpine's conduct of programs or the primary purpose for which the buildings and grounds are intended. Community use of facilities is subject to the terms of City of Alpine ordinances, resolutions, this agreement, and the current schedule of user fees. Permission to use a facility may be denied based on the belief that the activity proposed is not in the City of Alpine's best interest, or the level of previously scheduled use. No person shall be denied access of the facility based on race, creed, sex, sexual orientation, origin, or other lawfully protected class.

| <b>SPONSOR INFORMATION</b>                                                                                                                                                   |                                 |                                 | <i>Complete at least one (A or B) listed below</i> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------|----------------------------------------------------|
| <b>A. Individual Sponsor</b>                                                                                                                                                 |                                 |                                 |                                                    |
| First Name                                                                                                                                                                   | Last Name                       | Primary Telephone Number        |                                                    |
| Mailing Address                                                                                                                                                              |                                 | Email Address                   |                                                    |
| Emergency Contact Person (First Name, Last Name)                                                                                                                             |                                 | Emergency Telephone Number      |                                                    |
| <b>B. Organization, Business Entity, or Non-Profit</b>                                                                                                                       |                                 |                                 |                                                    |
| Organizational Type: <input type="checkbox"/> Organization <input type="checkbox"/> Business Entity <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other _____ |                                 |                                 |                                                    |
| Organization Name                                                                                                                                                            |                                 | Tax ID Number (Non-profit only) |                                                    |
| Contact First Name                                                                                                                                                           | Contact Last Name               | Primary Telephone Number        |                                                    |
| Mailing Address                                                                                                                                                              |                                 | Email Address                   |                                                    |
| Emergency Contact Person (First Name, Last Name)                                                                                                                             |                                 | Emergency Telephone Number      |                                                    |
| <i>Deposit Refund will be issued to organization unless otherwise noted:</i>                                                                                                 |                                 |                                 |                                                    |
| <b>EVENT INFORMATION</b>                                                                                                                                                     |                                 |                                 |                                                    |
| Nature & Purpose of Activity                                                                                                                                                 |                                 | Primary Telephone Number        |                                                    |
| Event Date(s)                                                                                                                                                                | Event Start Time<br>A.M / P.M   | Event End Time<br>A.M / P.M     |                                                    |
| Will Alcohol Be Served?<br><input type="checkbox"/> YES <input type="checkbox"/> NO                                                                                          | Serving Start Time<br>A.M / P.M | Serving End Time<br>A.M / P.M   |                                                    |

## CIVIC CENTER RENTAL RATES & FEES WORKSHEET

| RENTAL FEES                                                                                                                                                  | COST       | QTY<br>DAYS | SUBTOTAL |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------|----------|
| Full Day Rental Commercial General Public                                                                                                                    | \$500.00   |             | \$       |
| Full Day Rental Non-Profit Organization                                                                                                                      | \$100.00   |             | \$       |
| Full Day Rental Government Agency                                                                                                                            | \$100.00   |             | \$       |
| Half Day Rental Commercial General Public<br>(4 Hours, 8:00 a.m. – 5:00 p.m. M-F)                                                                            | \$250.00   |             | \$       |
| Half Day Rental Non-Profit Organization<br>(4 Hours, 8:00 a.m. – 5:00 p.m. M-F)                                                                              | \$50.00    |             | \$       |
| Half Day Rental Government Agency<br>(4 Hours, 8:00 a.m. – 5:00 p.m. M-F)                                                                                    | \$50.00    |             | \$       |
| <b>SECURITY FEES</b>                                                                                                                                         |            |             |          |
| <i>Security is required if alcohol is being served and/ or consumed.</i><br><b>\$60.00/hr for 2 Officers:</b><br>_____A.M./P.M. to _____A.M./P.M. = _____hrs | \$60.00/hr |             | \$       |
| <b>DEPOSIT &amp; CLEANING FEES</b>                                                                                                                           |            |             |          |
| Facility rental damage and cleaning fee                                                                                                                      | \$200.00   |             | \$       |
| <b>TOTAL DUE</b>                                                                                                                                             |            |             | \$       |

Sponsor Printed Name

Sponsor Signature

Date

**FOR OFFICE USE ONLY – VERIFIED BY**

Staff Printed Name

Staff Signature

Date

## RULES & REGULATIONS

1. The individual who fills out the agreement must call to let the City know if someone else will be picking up the Civic Center key.
2. DJ booth is to be locked at all times, only the keyholder is allowed in the booth.
3. Do not put any personal belongings or items in the closet near the handicapped restrooms.
4. No sawdust, powder or anything on the dance floor that would make the floor “easier to dance on” will be permitted.
5. No staples are allowed. Do not hang decorations from the ceiling. Tape or such that is used needs to be taken off completely and all decorations need to be removed from the building.
6. No items/ decorations which utilize a fire source i.e. candles, torches, fireworks, etc. will be permitted.
7. AC should **not** be below **72°**. Turn on AC 2-3 hours before event to cool down Civic Center. Maximum heat should not exceed **76 °**.
8. No smoking is allowed inside the Civic Center.
9. Vendors must not hook up RVs to any City building outlet without explicit written authorization. This applies to both electrical & water/ wastewater.
10. No parking is allowed on Holland St. in front of the payment drop box. No parking is allowed in front of city offices or in paved office parking lot during normal business hours.
11. The Civic Center must be left as it was found.
12. Clean up includes sweeping & wiping down tables and chairs before putting them away.
13. Tables must be put away in storage room and chairs must be stacked properly against the wall. Do not drag chairs across the floor, use the dolly that is provided or carry them.
14. Remove all trash, paper, cans, etc. from restroom floors, commodes, sinks, tables, outside of building and parking lot. Trash needs to be emptied in outside dumpsters.
15. Clean up has to be done as soon as the event is over or early the next day.
16. Clean, rinse and dry metal ice bins (bar area): Empty buckets into sink, rinse and replace under the bins.
17. When closing the building make sure all doors are locked, air conditioning /heater is off, and all lights are turned off.
18. If there is damage to the Civic Center, something is left turned on, or doors are left unlocked, the cost will be deducted from the deposit.  
**NOTE:** If damages are more than the deposit, lessee will be invoiced for the remaining amount in addition to the deposit.
19. Keys must be returned the following business day, or a penalty will be charged PER DAY.
20. The event must be ended by 2 a.m., so please begin clearing out guests at 1:30 a.m.
21. For emergencies dial 911. For issues that are urgent but not an emergency, please call the Alpine Police Dept. non- emergency line at 432-837-3986.

*I have read and understand all of the following rules, I understand that a penalty charge will be assessed from the deposit for each rule that is not followed or broken.*

---

Sponsor Printed Name

Sponsor Signature

Date

## AGREEMENT

The person or organization entering into a rental agreement with the City of Alpine for the use of the Civic Center certifies that the information given in this application is current. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations. The applicant further agrees to reimburse the City of Alpine for any damages arising from the applicant's use of said facility. Any accident involving injury to participants or damages to the facility or its contents occurring during the use of the City of Alpine facilities or equipment will be reported to the City of Alpine immediately. The applicant agrees that the City of Alpine and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless the City of Alpine and its officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the City of Alpine.

***I have read and agree to the terms above.***

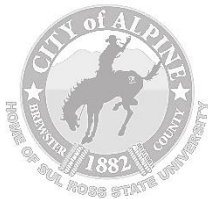
---

Sponsor Printed Name

Sponsor Signature

Date





## FACILITY PROCEDURE CHECKLIST

- ☐ All sinks, counters, mirrors, appliances, tables, chairs, doors, walls etc. are clean
- ☐ Stained concrete floor is clean
- ☐ All garbage cans are empty and lined with garbage liners
- ☐ Tables/chairs are clean and correctly aligned in their respective areas
- ☐ No personal items have been left behind
- ☐ AC/Heater & Lights are off
- ☐ All doors are locked

Please note any discrepancies and exact locations below and return to City Hall with your key:

---

---

---

---

---

---

### SPONSOR

---

Sponsor Printed Name

Sponsor Signature

Date/Time

### **FOR OFFICE USE ONLY**

#### CITY STAFF COMMENTS

---

---

---

---

---

Staff Printed Name

Staff Signature

Date