

# CITY OF OLMOS CITY HALL

Located at 120 W. El Prado Drive  
San Antonio, TX 78212  
Phone 210-824-3281

## USAGE AGREEMENT

1. The City Hall City Council Chambers is available for use by public or private organizations during evening or weekend hours. The room may be reserved by Olmos Park residents only. Reservations must be made in person, and identification and proof of residence must be provided. The Council Chambers can be used for activities such as meetings, receptions, and social events; however rental of City Hall cannot be used for candidate campaign purposes prior to an election date unless it is an event sponsored by a neutral third party or by agreement of all the candidates in the municipal election to provide information to citizens (i.e. meet the candidates; candidates debate).
2. City Hall is approximately 3,885 square feet and has the capacity for 234 people. The reserved space is equipped with men's and women's restrooms, 50 chairs, and an outside patio space. Facility is equipped with a sound system and video screen available.
3. The City of Olmos Park is **NOT** liable for accidents or damages and each organization must execute a Usage Agreement that will include Release of Waiver and Indemnification language prior to use. A deposit fee and completed Usage Agreement must be received at City Hall 5 business days before event in order to guarantee a reservation. Failure to submit deposit or executed Usage Agreement before deadline will cause cancellation of reservation.
4. The City of Olmos Park will not discriminate against any person or group because of race, creed, national origin, color, sex, religion or disability but Management can reject the use of the center if use is not in the best interest of the community. Any person determined to be abusing reservation procedures or privileges may be barred from making further reservations.
5. The City of Olmos Park reserves the right to refuse usage of the building, grounds and/or facilities to any person, group or organization, who in our opinion, will or has previously misused or damaged the facility or any City owned or operated equipment or grounds, or refused to cooperate with the rules and regulations of the City's Laws.
6. City Hall will not be used for illegal or immoral purposes and all local, state and federal laws and ordinances will be adhered to. Any person or organization required to fill out this Usage Agreement will acknowledge that **alcoholic beverages will not be allowed in City Hall, outside patio space or parking areas. Smoking or use of any tobacco product is not permitted anywhere indoors or the outside patio space.**
7. All applicants must be of adult age and be liable for any thefts, damages and clean up after use. **Applicant must be a resident of Olmos Park and must attend the event.** Sponsor should notify Management of any equipment or parts of building needing adjustments or repair.
8. The City of Olmos Park reserves the right to inspect during the rental period, to ensure that all rules and regulations are being followed. Reservations will begin at 8:00 A.M. and continue no later than 10:00 P.M.. You may come in 30 minutes prior to your reservation time to set up and you may stay 30 minutes after your reserved time for clean-up.
9. Any alterations, decorations, furniture removal or changes to building and equipment to be done only with City Official's approval. Nails, tape or glue will not be used in walls or ceilings for fastening objects or decorations. Regular tape takes the top layer of paneling off when removed! Use of removable tape or temporary props for wall decorations or displays is recommended. Thumb tacks and push pins may be used instead of tape. All hanging decorations will require the approval of staff before hanging. Helium balloons are permitted. **Candles, lamps and other decorations with a flame are not permitted.**

10. No rice, confetti, birdseed or any item of the like will be allowed **anywhere indoors or the outside patio space.**
11. Pets will not be allowed in center except certified service dogs needed by the disabled.
12. No Firearms or explosive devices are allowed on the property by renter or guests. Skate boards, roller skates and bicycles are prohibited inside City Hall.
13. All **Dances** and concerts must have prior approval of the City Manager, have a local chaperone (21 years and older) and may be visited at any time by the City Police Department.
14. Equipment will not be borrowed or removed from City Hall without permission of Chamber Manager. **No sleeping or bedding in Hall except emergency use.**
15. Any personal property left in City Hall after the rental period has expired will not be the responsibility of the City.
16. The City Official reserves the right to cancel the Usage Agreement up to seventy-two (72) hours prior to the reservations date to conduct city business.
17. An adult (21 years of age minimum) will be required to sign the liability agreement guaranteeing against damage to the building, grounds, and/or equipment. **THE PERSON SIGNING THE AGREEMENT SHALL BE AT CITY HALL DURING THE ENTIRE USAGE PERIOD.**
18. Any event where attendance is expected to exceed 100 persons will require an Olmos Park Police officer to work security. This security will be **AT THE APPLICANT'S EXPENSE.** The City also reserves the right to require the presence of a police officer, **AT THE APPLICANT'S EXPENSE,** should any disturbance, violation of City or State Laws occur. The Police Department has the right to demand immediate vacancy of the building.
19. Applicant will be responsible for the following:
  - turn off all audio/visual equipment;
  - remove all decorations, including balloons and rental items from the building immediately following your event; and
  - lights and heating/cooling unit **MUST BE TURNED OFF.**
20. A cleaning fee of \$100 will be assessed for any entity having food and/or beverages. Such fee may be waived by the City Manager for non-profit organizations. The Building shall be left in the same condition as it was upon arrival.
21. The Applicant has **read and voluntarily signed** this Usage Agreement and **agrees** to be bound by its terms

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Applicant

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant Address

\_\_\_\_\_

City Official

\_\_\_\_\_

Date