



HIDALGO COUNTY PRECINCT 4
 1051 N Doolittle Road, Edinburg, TX 78542
 Phone: (956) 383-3112
<https://www.hidalgocounty.us/359/Commissioner-Pct-4>

UNAFFILIATED ORGANIZATION COMMUNITY ROOM RESERVATION FORM
PRECINCT 4 ENDOWMENT COMMUNITY RESOURCE CENTER: 107 North Sunflower Rd.

Date: _____
 Name of Individual/Organization: _____
 Contact Name: _____ Phone: _____ Email: _____
 Copy of Photo Identification Required: Type: _____ Number: _____

Function Type/Name: _____ Date of Function: _____
 Time of Function: Set up: _____ Function start: _____ Function end: _____
 Number of participants expected: _____

Proof of liability insurance naming Hidalgo County as an additional insured must be provided prior to County Commissioner's Court Approval. **Room Set-up** (check appropriate configuration below):

Instructor table Refreshment table

Classroom capacity: U- Shape capacity: Auditorium capacity None

#Tables Needed: _____ # Chairs Needed: _____ Food and/or beverages will be served: (circle) **yes** **no**

The representative signing for this event assumes full responsibility for the observation of all rules and any damage to the property or equipment due to misuse. Please note that rules and guidelines can change at any time, and the representative signing for this event is expected to be familiar with the most current rules and guidelines. Thank you for choosing Hidalgo County Precinct 4. We appreciate your cooperation!

I have read and understand this Hidalgo County Precinct 4 Reservation Form and Rules and Guidelines and agree to abide by all terms and conditions set forth herein.

RESPONSIBLE PARTY SIGNATURE: _____ **PRINT NAME:** _____

OFFICE USE ONLY: Commissioner's Court: <u> </u> Approve <u> </u> Deny	Date _____
Proof of Insurance Provided: Yes <u> </u> No <u> </u>	Date _____
_____ Hidalgo County Pct. No. 4 Authorized Supervisor Signature	_____ Date

Favor de comunicarse con Precinto 4, si necesita ayuda debido a su impedimento fisico o si requiere servicio de traducción. Please contact Precinct should you need assistance due to a physical impairment or if you require translation services.



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RULES AND GUIDELINES:

The Hidalgo County Precinct 4 Facility Community Rooms are available for use by community related groups and other governmental entities. These rules and guidelines for utilizing Hidalgo County Precinct 4 Community Rooms are subject to change, and include, but are not limited to the following:

1. Scheduling for use of the Community Room will be done through the office of the Hidalgo County Commissioner Pct. 4. If there is a County Pct. 4 or other County event scheduled on any of the days of operation, you may be required to cancel your event and reschedule on a later date. All County events take precedence over any other scheduled events. The County serves multiple organizations and communities and will do its best to accommodate constituents on a first come first serve basis. No regular periodic meetings will be scheduled.
2. The use by any organization shall not imply that the County and/or County Pct. 4, either directly or indirectly, believes in or subscribes to the philosophy of that organization.
3. Groups shall not exceed the occupancy load for any given area, as posted.
4. The group reserving the meeting room must not be affiliated with profit-making or partisan political sponsorship, must not be organized for the benefit of private individuals, must not meet for sectarian religious services or instruction, must not use the meeting room for private parties or celebrations, and must not charge admission.
5. Proof of general liability insurance coverage naming Hidalgo County as an additional insured is required prior to Commissioner's Court Approval of the room reservation.
6. The County and County Pct. 4 are not responsible for any damage, loss, theft or disappearance of property or for injury to persons in connection with the use of the premises or equipment. Each group/person using the Community Room shall be liable for any damage caused to the property or contents.
7. User will be responsible for returning the reserved Community Room area to the same condition as it was found including appropriate clean-up and restoration of chairs/tables/equipment to their original configuration.
8. User will be responsible for disposing and hauling their trash.
9. No pets (except service animals), bicycles, roller blades, and skate-boards allowed.
10. No firearms, weapons, illegal drugs or alcoholic beverages allowed.
11. Smoking is prohibited in accordance with County policy.
12. No amplified music such as DJs, bands, or loud radios.
13. No serving of food or beverages without prior approval from a Pct. 4 Authorized Supervisor.
14. The reserved Community Room area must be completely vacant by the function end time in order to accommodate the next function scheduled. No event and/or activity shall continue past 8:00 p.m.
15. Failure to abide by these rules may affect future ability to reserve a Community Room. Use of the Community Room which in the judgment of the Pct. 4 County Commissioner could cause damage to County property or disruption of the daily office operations shall not be permitted. The Pct. 4 County Commissioner retains the right to deny the space to any user whose planned use of the space does not comply with these terms.
16. The Pct. 4 County Commissioner shall have the authority to promulgate additional rules and regulations.

In Case of an Emergency

Call 911 and/or Hidalgo County Sheriff's Dept. at 956-383-8114

All damages, mishaps, or accidents are to be reported to

Hidalgo County Precinct 4 at 956-383-3112

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