



**TERRELL PARK BOARD**  
**6:00 PM, THURSDAY, MARCH 10, 2022**  
**BREEZY HILL COMMUNITY CENTER**  
401 NEW HOPE ST. - TERRELL, TX 75160

Matthew Malone  
Chairman

Leonard Lancaster  
Vice Chairman

Melissa Nichols  
Secretary

Reginald Pegram  
Member

Katie Smith  
Member

Kaitlyn Craven  
Member

Kimberly Cheney  
Member

1. CALL TO ORDER
2. DISCUSS AND CONSIDER APPROVAL OF THE MINUTES OF FEBRUARY 10, 2022
3. DISCUSS AND CONSIDER ELECTION OF OFFICERS
4. DISCUSS BREEZY HILL COMMUNITY CENTER FEES AND RENTAL HOURS
5. UPDATE ON FY20 SHORT TERM PARK IMPROVEMENTS-DEFERRED MAINTENANCE
6. UPDATE ON PARTNERSHIPS
7. UPDATE ON CITY PARKS
8. HEAR REMARKS FROM VISITORS
9. ITEMS FOR FUTURE MEETINGS
10. SET NEXT MEETING DATE
11. CONSIDER MOTION TO ADJOURN



I hereby certify that this notice was posted on the bulletin board at Terrell City Hall, 201 E. Nash St., Terrell, Texas, on Tuesday, March 1, 2022 by 2:00 P.M.

Dawn Steil, City Secretary  
(Seal)



## **Breezy Hill Community Center Reservation Policy**

### ***Rules & Regulations***

All Community Center use is subject to the following rules and regulations. Failure to adhere to these rules and regulations will result in the forfeiture of deposit and/or suspension of reservation privileges for one year. The Community Center facilities are under the jurisdiction of the City of Terrell and may be reserved on a space available basis by Terrell residents, businesses, churches, and organizations.

1. The Breezy Hill Community Center may be reserved through the front desk receptionist, Monday thru Friday, during business hours. For more information you may call (972) 551-6600.
2. Breezy Hill Community Center may be used for social functions such as showers, parties or family reunions.
3. Reservations will be accepted from adults only, 18 years and older.
4. Parents, guardians, or sponsors shall be required to submit applications for reservations for youth groups or individuals under 18 years of age with on site supervision during the event.
5. Individuals must be residents of the City of Terrell and show proof of residency when making reservations.
6. Individuals, churches, businesses, and community organizations must be based within Terrell city limits.
7. All reservations shall be made no more than ninety (90) days in advance. from the requested use date and will be on a first come, first served basis.
8. Only four (4) reservations on non-consecutive days will be granted per month to any one group or individual. Any additional reservation cannot be made until the

first four reservations have been utilized. Of these four reservations per month, no more than two shall be allowed on Saturday or Sunday.

9. Hours of operation for the Community Center are between 9AM and 9PM, Sunday through Saturday.
10. Full deposit must be paid in order to make reservations and rental fees must be paid in full to complete reservation at least forty-eight hours (48) prior to reservation date. Non-profit organizations are exempt from the rental charges, but a deposit is required. Non-profit organizations may be required to document tax-exempt status.
11. Less than four-hours (4) rental is twenty-five dollars (\$25) or more than four-hours (4) rental is fifty dollars (\$50) with a fifty-dollar (\$50) deposit, which is refundable upon certain conditions.
12. If canceling a reservation, the individual whose signature appears on the reservation application must notify the City of Terrell at least twenty-four hours (24) in advance for a full refund.
13. The City of Terrell reserves the right to refuse or cancel any reservation at any time.
14. Organizations are prohibited from charging admission and/or from conducting fund-raising activities in its use of the Center.
15. The use of loudspeakers, amplifiers, or microphones, are prohibited except with the prior written approval of the City Manager or his/her designated representative.
16. Excessive noise or complaints from residents adjacent to the park may result in loss of deposit and forfeit the opportunity to reserve the facility in the future.
17. Alcoholic beverages in any form are prohibited in Breezy Hill Park and/or Community Center.
18. City Ordinance No. 1601 prohibits smoking in any City of Terrell buildings.
19. All fires must be maintained in grill receptacles.
20. Vehicles will be restricted to designated parking areas only.
21. All paper and waste shall be deposited in proper receptacles in order to keep facility clean and neat.



22. Responsibility for damage to or maintenance of facilities resulting from usage beyond normal usual wear will be assumed by the individual, group, or organization reserving the Center.
23. The person whose signature appears on the Breezy Hill Park Community reservation application is fully responsible for all participants using the facility
24. User shall not be permitted to nail, tack, tape, screw or otherwise physically attach materials to any part of the Center.
25. The applicant should inspect the facility prior to rental and report any damages to the City of Terrell before usage.
26. The facility must be used "As Is". No special services will be provided by the City to make the existing usable for a specific purpose. The City will clean the building as frequently as possible. It is the applicant's responsibility to provide any cleaning or products for their reservation date and time.
27. The Community Center has a posted limit on attendance of ninety (90) people.
28. The individual, group, or organization is responsible for returning the keys that access the facility to City Hall the following business day and the Center must be returned to its original condition following its use in order for deposit to be reimbursed. Such determination will be made by the City of Terrell.
29. A City of Terrell representative will check the facility after each use and will determine compliance with all rules and regulations.
30. User shall not be permitted to nail, tack, tape, screw or otherwise physically attach materials to any part of the Center.
31. The applicant should inspect the facility prior to rental and report any damages to the City of Terrell before usage.
32. The facility must be used "As Is". No special services will be provided by the City to make the existing usable for a specific purpose. The City will clean the building as frequently as possible. It is the applicant's responsibility to provide any cleaning or products for their reservation date and time.
33. The Community Center has a posted limit on attendance of ninety (90) people.
34. The individual, group, or organization is responsible for returning the keys that access the facility to City Hall the following business day and the Center must be

returned to its original condition following its use in order for deposit to be reimbursed. Such determination will be made by the City of Terrell.

35. A City of Terrell representative will check the facility after each use and will determine compliance with all rules and regulations.

**36. The applicant must have a copy of the approved Breezy Hill Park Reservation Application during rental, to verify reservation in case of conflict.**

37. The individual, group or organization will abide by all rules and regulations, set forth by the City of Terrell, both written and verbal, and will not hold the City of Terrell liable for any injury sustained while using the facility.

**If you have any type of conflict while at the park, call the Terrell Police Department Non-Emergency Dispatch at 469-474-2700. For any life threatening emergencies, please dial 9-1-1.**



## Breezy Hill Community Center Reservation Policy

The purpose of this policy is to establish the criteria and procedures under which City of Terrell residents, businesses and organizations will be permitted to use the Breezy Hill Community Center for their individual functions. The City of Terrell parks are operated for the benefit of the general public and permission for private use of the Community Center is a privilege given to the residents of the community. You must be at least 21 years of age to reserve the Community Center. A valid Texas Drivers License shall be required for verification of residency.

Reservations can be made up to 90 days in advance and must be made and paid for online at [www.terrellparksandrec.com](http://www.terrellparksandrec.com) . For assistance with reservations you may contact the City of Terrell Service Center at (972) 551-6614 or by visiting in-person at 400 Industrial Blvd., Terrell, TX 75160 (8am-5pm Monday-Friday). The City of Terrell reserves the right to refuse or cancel any reservation at any time.

**Community Center Hours of Availability:** (Any day except for holidays and weekends or weekdays prior to or immediately following a City observed holiday). Observed holidays: New Year's Day, MLK Day, Good Friday/Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving Day, Christmas Eve, and Christmas Day.

### Time Blocks:

7AM - 11AM	12PM - 4PM	5PM - 9PM
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### Fee Per Time Block:

<b>\$80</b> (Non-Residential Fee)	<b>\$40</b> (Residential discount)
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**Payments:** No cash payments will be received onsite. Complete payment is due at the time of booking in order to secure the date. All checks should be made payable to the City of Terrell. Any check returned will be charged a \$25 return check fee. Reservation is null and void upon returned check, unless other arrangements are made.

**Rules & Regulations:** The following "Rules and Regulations" must be agreed upon before an individual is permitted the use of the Community Center is granted, and the user agrees to abide by all City Ordinances. Non-adherence may result in forfeiture of all



or a portion of the deposit. The user will be held responsible for damage and adherence to regulations.

**Cleaning/Damage Deposit:** \$50.00 - due when the reservation is made. If no damages or violations are reported. Deposit will be refunded within 72 hours after the conclusion of the reservation. The applicant should inspect the facility prior to rental and report any damages to the City of Terrell before usage

**Kitchen Use Fee:** \$25.00 (non-refundable) due when the reservation is made. Selling or distributing food to the public or individuals outside of your private party is prohibited. You must obtain a Special Event and Health Permit at least 30 days prior to your event, if you're hosting an event that is open to the public.

**Businesses/Organizations:** Businesses within the community wishing to make a reservation shall provide a written request on company/organization letterhead before the reservation is approved. **Please call (972) 551-6614 before making a reservation online.**

**Non-Profit:** Non-profit organizations are exempt from the reservation fees. Non-profit organizations are required to show proof of tax-exempt status before the reservation is approved. **Please call (972) 551-6614 before making a reservation online.**

**Details:** The more information we are given about your event, the better service or information can be provided. The facility must be used "As Is". No special services will be provided by the City to make the existing usable for a specific purpose. For example, no special altering of the building's interior or exterior structure. No additional chairs or equipment will be provided other than what is already provided.

The maximum capacity for the Community Center is 90 people. If your event exceeds 99 attendees, a special event form is required to be completed and an off-duty Terrell Police Officer is required to be present at your event. An additional fee of \$45 per hour (4 hour minimum) will be charged for Terrell Police Officer services. The fee is payable 3 days prior to your event. Failure to make payment for Terrell Police Services may result in your reservation being canceled.

- A minimum of two adult chaperones (21 years or older) is required for each group of 25 minors. Chaperones must be present before and remain throughout the entire reservation.
- Any form of charging admission and/or conducting fund-raising activities is prohibited.
- The use of loudspeakers, amplifiers, or microphones, are prohibited except with prior written approval of the City Manager or his/her designated representative.
- Excessive noise or complaints from residents adjacent to the park may result in loss of deposit and forfeit the opportunity to reserve the facility in the future.
- City Ordinance No. 1601 prohibits smoking in any City of Terrell owned buildings.
- All fires must be maintained in grill receptacles. Disposal of ashes and coals into any trash receptacle is prohibited.
- Vehicles are restricted to designated parking areas only.

**PROPOSED DRAFT**

- All paper and waste shall be deposited in proper receptacles in order to keep the facility clean and neat.

The reservation is for the Community Center only. All other park amenities (pavilion, greenspace, playground equipment, multipurpose court, volleyball sandpit and softball field) will remain open to the public.

**Alcohol:** Alcoholic beverages are not permitted at any City owned Park or rental facilities.

**Allow Enough Time:** Please do not arrive earlier than your scheduled reservation for set-up or decorating. The patron is responsible for the setup and take down of tables and chairs, as well as cleaning of the facility at the end of the reservation. Time allotted for this must be factored into the reservation block period.

The building will be opened and closed by a staff member. If the conditions must be improved for the next reservation, a \$50 custodial fee will be assessed (separate from your refundable Cleaning/Damage Deposit). If there is any further damage, you will forfeit your refundable Cleaning/Damage Deposit.

- Nails, tacks, tapes, screws or any physically attached materials to any part of the Center is prohibited

**Bounce Houses/Water Slides:** due to possible liability concerns, bounce houses are prohibited, unless prior approval has been given, which requires the patron to obtain a \$1 million general liability insurance policy that lists the City of Terrell as an additional insured. The certificate of insurance must be sent directly from the insurance company to the City of Terrell prior to the reservation. All water slides are prohibited for use due to inadequate water supply and water restrictions that may be put in place during extreme weather conditions.

**Recommendation:** The applicant should have a copy of the approved Reservation Application during rental, to verify reservation in case of conflict.

For any type of conflict while at the Center , call the Terrell Police Department Non-Emergency Dispatch at 469-474-2700, if there is not an Off-Duty Terrell Officer onsite. For any life threatening emergencies, please dial 9-1-1.

I have read and agree to the rules and regulations stated above.

Reservation Date: \_\_\_\_\_ Reservation Time: \_\_\_\_\_

\_\_\_\_\_  
Print Name Signature Date

Approved By City Designee: \_\_\_\_\_ Date: \_\_\_\_\_