



Parks and Recreation Advisory Board Regular Called Meeting Agenda

COUNCIL CHAMBERS - 1209 FIORELLA STREET

Wednesday, June 03, 2026

6:30 PM

The Parks and Recreation Advisory Board of the City of Castroville will meet in the Regular Called Meeting beginning at 6:30 p.m. in the Council Chambers at City Hall on the following items listed on the agenda.

I. Call to Order

II. Roll Call

III. Citizen Comments

The Board will hear comments from any citizen or visitor. Speakers must address their comments to the presiding officer rather than individual board members or staff; stand at the podium, speak clearly into the microphone and state your name residential address before speaking. Speakers will be allowed a maximum of 3 minutes for testimony. In accordance with the State Open Meetings Act, the Board is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

IV. Approval of Minutes

a. Approve Minutes for March 18, 2026

b. Approve Minutes for May 6, 2026

V. Discussion and Action Items

a. Discuss and take appropriate action on the Lions Park proposed shade structure

b. Discuss and take appropriate action on the draft Parkland Ordinance for subdivisions and update with Planning & Zoning's Commission recommendations.

c. Discuss and take appropriate action on the Community Center Policy

VI. General Updates

a. Friends of Castroville Regional Park General Update

b. Update from the Parks & Recreation Director. The following report topics may be discussed and acted upon:

Staff Report(work orders, reservations, operations)

Community Center Construction
Pool Shower/Restroom Building
BMA agreement for walking trails
Splashpad repairs

c. Next Regular Called Meeting: July 1, 2026, at 6:30 pm

VII. Future Agenda Items

a. Review Park Rules & Regulations including but not limited to Hiking Trail Rules

VIII. Adjourn

Accessibility Statement

The City Hall is wheelchair accessible. The exit and parking ramps are located at the rear of the building.

Non-Discrimination Statement

The City of Castroville does not discriminate on the basis of race, color, national origin, sex, religion, or disability in the employment or the provision of services.

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, Castroville, Texas on May 26, 2026 before 2:00 p.m.

/s/ Debra Howe
City Secretary

CASTROVILLE PARKS AND RECREATION ADVISORY BOARD REGULAR CALLED MEETING

City Hall Council Chambers Castroville, Texas

March 18, 2026

Wednesday, 6:30 p.m.

- I. Call to order: 6:30pm
- II. Roll call
 - Adriana Arrington- Calk, President
 - Nicol Schriner, Vice President
 - Alli Welch, Secretary (Absent)
 - Kyle McVay- Member
 - Stephen Dauphin- Member
 - Jonah Chang, Director of Parks and Recreation
 - David Merz, District 4 City Council Liaison
 - Patrick Conner – FCRP Representative
- III. Citizen comments: none
- IV. Approval of minutes
 - a. Approval of minutes for February 18, 2026 - all approved
- V. Presentations – none
- VI. Discussion and Action Items
 - a. Discussion and appropriate action on the results of Capital Improvement Plan funding for recommended parks projects
CIP funded items include community center/pool parking lot, shower house and Lions Park playground. Softball field fencing at Lions Park will be funded in the maintenance budget to keep it safe. Some discussion to add a pavilion to Lions Park but want to get smaller shade structures sooner. The FCRP will be doing the trail refurbishment with the TXDOT grant. No action taken.
 - b. Discussion and appropriate action on the shower & restroom building specifications for the Regional Park Swimming Pool
Current plan is to spec a 48x10 or 50x10 shower house using LPA and Frontera since the crews are there already. The materials won't be the same as the community center but will try to match using a metal building. Considering adding a utility and/or storage room depending on footprint and cost. Discussed rearranging shower heads inside but need to get the spec finished soon while LPA/Frontera are on the job. No action taken; will wait for next meeting to see the floorplan.

- c. Discussion and appropriate action on the Lions Park Grant, Timeline, and Features
Skipped since there is no update from the state. Possible start in October depending on funding from US government.
- d. Discussion and appropriate action on recommending that City Council explore options to find land and funding for a multi-sports complex
Review and discuss the recommendation in the packet for council to consider making a committee to find funding and land for multi-sports complex east of the Medina River. This recommendation is also in the master plan. Mr Merz commented that there are no parks in this area, and this location has major growth, but we don't have to be tied to a certain area. Discussion that we should keep local to Castroville. Mr Chang advised including the school board and local sports groups on the committee in the recommendation.
Motion:
Use the recommendation in the packet with the additions to the location and committee invitations.

Motion By: Kyle 2nd By: Nicol

Vote: Yes# 4 No# 0 Pass/Fail Action: Pass

- e. Discussion and appropriate action on changing the Parks & Recreation Advisory Board meeting day
Mr. Merz described that the state changed the requirement to post the agenda 3 business days before a public meeting including council and advisory boards. With the current 3rd Wednesday of the month, it's practically impossible to get something onto the council's 2nd monthly meeting agenda. This slows down getting recommendations to council and projects are delayed. The goal would be to get items on the agenda in the same month. Options are first Wednesdays or 2nd Thursdays. If it's the first Wednesday, then we can get the items on council's agenda by the 2nd council meeting of the month.

Motion: CHANGE PARKS BOARD MEETING TO FIRST WEDS OF MONTH

Motion By: Kyle 2nd By: Steve

Vote: Yes# 4 No# 0 Pass/Fail Action: Pass

VII. General Updates

- a. Friends of Castroville Regional Park General Update: Annual Meeting Potluck this Friday at 6pm.
- b. Update from the Parks & Recreation Director. The following report topics may be discussed and acted upon:

(Please see packet for more photos and report.)

LIONS PARK - COUNCIL CONFIRMED FUNDS SET ASIDE FOR GRANT MATCHING; PROJECT TIMELINE ECT: MAY 2028; REQUIPRED TO COMPLETE WITHIN 4 YEARS (COUNCIL WANTS SUSTAINABILITY INFORMATION FROM VENDOR; COMPARITION TO OTHER VENDORS) QUESTION BY KYLE: WHAT IS THE WARRRENTY (Jonah: ~10 YEAR WARRANTY)

SPLASH PAD (WAITING FOR PARTS FOR REPAIR, NEED TO REPAIR SOMETHING FROM FREEZE)

BMA GATE FIX FIRST EST \$16,000, LOOKING FOR OTHER VENDORS; ABLE TO USE TRAIL EVEN THOUGH NO CONTRACT YET (CITY WANTS 5 YEAR CONTRACT TO PROTECT THEIR INVESTMENT AND AFTER THAT A YEARLY CONTRACT) SOUTH GATE HASN'T BEEN CLOSED IN YEARS/TOTAL LOSS

STAFF HAS STARTED BUDGET PLANNING (FOLLOWED REPORT)

RIPARIAN PROJECT - NEED TO PUT IN BERMS BEFORE PLANTING

POOL STAFF EMPLOYMENT OPPORTUNITIES AVAILABLE

STEINBACK HOUSE - SPLIT RAIL FENCe TO BE PUT IN (QUESTION ABOUT GULLIES AND EROSION CONTROL (SPECIFICALLY ON W SIDE OF STEINBAH HOUSE)

PARKING IMPROVEMENTS GOING TO START (CHIP SEAL ON BOTH PARKING LOTS)

MARTIN HOUSES BY AREA 1 IN REGIONAL PARK

POOL DECK GRINDING TO BE COMPLETED

- VIII. Future agenda items: Lions Park shade recommendation at the entrance of the Splashpad pending repair decision
- IX. Adjourn at 7:52pm at Kyle; 2nd by Steve; unanimous

May 6, 2026
Wednesday, 6:30p.m.

I. Call to order TIME: 6:30p

II. Roll Call

Present:

Adriana Arrington- Calk, President
Nicol Schriener, Vice President
Alli Welch, Secretary
Kyle McVay- Member- absent
Stephen Dauphin- Member
Vacant- Alternate
Vacant- Alternate
Jonah Chang, Director of Parks and Recreation
David Merz, District 4 City Council Liaison

III. Citizen's comments

none

IV. Approval of minutes:

Motion: Accept minutes from April meeting.

Motion By: Alli **2nd By:** Nicol

Vote: Yes# 4 No# 0 Pass

V. ITEM

Project list

The Board reviewed the project list using Adriana's new format.

Per Jonah, one-time projects can be included under the CIP, while other projects may qualify for grant opportunities, with a 50/50 match being the most desirable option. Castroville Special Events is willing to donate funds toward park projects. The Board discussed possibly asking for additional contributions to add to the money already donated for the shade structure project, either to increase the size of the planned structure or add a second structure.

There was also discussion about using Parks funds for a heat cover. Jonah and Nicol both recommended a cover to help protect the equipment and exposed pipes. The structure would remain open on the sides to allow access for repairs and proper exhaust ventilation. Jonah will get material costs together and bring back a formal estimate. A previous estimate discussed for the project was approximately \$4,000.

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Motion- approve the project list and current formatting, with the addition of including completed tasks.

Motion By: Alli **2nd By:** Nicol

Vote: Yes# 4 No# 0 Pass

Lions park shade structure

Discussion was held regarding the shade structure project at Lions Park. The Board discussed getting accurate measurements for tree locations and the future playground placement, along with recommendations from the soccer association and Jonah on the best locations for shade structures. Jonah recommended placing the approximately 10x10 shade structure already funded by Castroville Special Events near the opening by the sidewalk and splash pad. It was noted that the swings and center portion of the playground will already have shade coverage, making the playground area fairly well covered overall. Additional shade options around the splash pad and other park areas were also discussed. The Board also discussed sail-style shade covers as a potentially more cost-effective alternative to a permanent structure, and Jonah will research those options further. The item was tabled pending additional information.

VI. General Updates

- a. Friends of Castroville Regional Park General Update
Jonah reported on the recent work day at Regional Park. Work was completed on the hillside near the pool and tennis courts, including putting down grass seed in an effort to reduce dirt and reestablish grass coverage in the area.

- b. Update from the Parks & Recreation Director. The following report topics may be discussed and acted upon:

Staff Report (work orders, reservations, operations)

Community Center Construction & Policy

The project was reported as 89% complete and projected substantial completion by May 28, with owner move-in anticipated in June. Jonah expressed concerns and pushed back on that timeline. It was reported that the doors are expected to be installed this weekend, after which the fencing will come down and road repairs will begin. Upcoming tasks include final site grading, sidewalk and curb construction, and installation of fencing, handrails, doors, and other finishing items.

Community Center Policy:

Jonah presented possible policy for Community Center. Pending approval by the Board, Jonah would like to move the policy forward to City Council for review and

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future approval.

During discussion, Nicol expressed interest in restricting alcohol in the pool area during parties. Alli noted that some events may want to utilize the pool area for gathering purposes rather than swimming, and that allowing those types of uses should be considered. Board discussed getting feedback from FCRP on the issue as well.

Pool Shower/Restroom Building

LPA, Frontera, and City staff are continuing to work through the updated floor plan. Overall, the updated floor plan and estimated project costs currently remain within budget.

BMA agreement for walking trails

Per Jonah, three fencing quotes have been received, ranging from approximately \$6,744 to \$15,982. Jonah also reported that he has emailed the attorney for BMA to discuss the contract and plans to meet with BMA at the June meeting.

Splashpad repairs

Repairs are still underway and are projected to be done before summer 2026.

September Square- no update

Parks Special Project Fund

Balance \$37,021.37

RESTRICTED: Otters \$5,680

RESTRICTED: CSE Donations \$5,000

Outstanding Charges: \$3,800.39

UNRESTRICTED Balance: \$22,540.98

Medina Valley Baseball Contract:

At the April 14, 2026, City Council meeting, there was extensive discussion regarding the baseball field and the use of non-aeronautical space. MVYBA currently has an active contract in place, which is set to expire in September 2027.

c. Next Regular Called Meeting: June 3, 2026, at 6:30 pm

Adjourn TIME 7:58

Motion: To Adjourn

Motion By: Nicol 2nd By: Alli

Vote: Yes# 4 No# 0 Pass

CASTROVILLE PARKS AND RECREATION ADVISORY BOARD SPECIAL CALLED MEETING
City Hall Council Chambers Castroville, Texas

Section IV, Item b.

May 6, 2026
Wednesday, 6:30p.m.

Prepared By _____

Approved By _____

Pyramid Roof Shade Structure with 4 Posts 10x10.

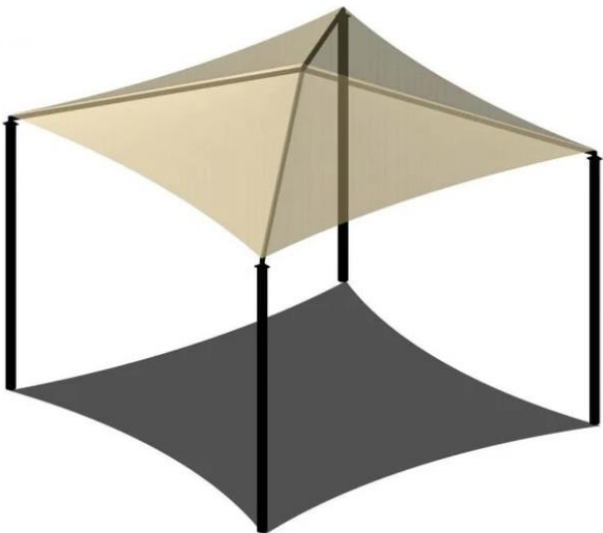
\$5,882(with shipping estimate)

Pyramid Roof Shade Structure with four(4) posts and multiple entry heights available. Like the 4 Post Hip, except instead of a “Hip”/Ridge Beam, the top of the canopy comes to a pyramid. Shade fabric blocks up to 96% harmful UV rays protect kids and play equipment. Ideal for covering playground equipment and picnic areas. This product is the shade only -- park equipment from pictures is not included.

We offer a wide variety of color options for your post and shade fabrics, so you can match your school or favorite local color scheme!

Commercial shade products are designed for 90 MPH wind speed (three second gusts) and 5 PSF snow load.

- Our shade structures provide an open feel that cools the air by as much as 25 degrees and blocks up to 97% of harmful UV rays.
- MaxTension™, our proprietary pulley system, is designed to keep the fabric top tight and firm.
- Our shades only use heavy PTFE Teflon® thread which is professionally designed with double sewing needles to create a lockstitch that prevents tears and rips.
- All steel frames go through an extensive process of sand blasting, zinc primer and powder coating or can be galvanized for coastal applications.



Center Post Square Umbrella Shade 10x10

\$5,602(with shipping estimate)

Center Post Square Umbrella Shade Structure. Shade fabric blocks up to 90% harmful UV rays protect kids and play equipment. Ideal for covering sandboxes, playgrounds, picnic tables, and patios. This product is the shade only -- park equipment from pictures is not included.

Commercial shade products are designed for 90 MPH wind speed (three second gusts) and 5 PSF snow load.

- Shade structures provide an open feel that cools the air by as much as 25 degrees and blocks up to 97% of harmful UV rays.
- MaxTension™, our proprietary pulley system, is designed to keep the fabric top tight and firm.
- Our shades only use heavy PTFE Teflon® thread which is professionally designed with double sewing needles to create a lockstitch that prevents tears and rips.
- All steel frames go through an extensive process of sand blasting, zinc primer and powder coating or can be galvanized for coastal applications.



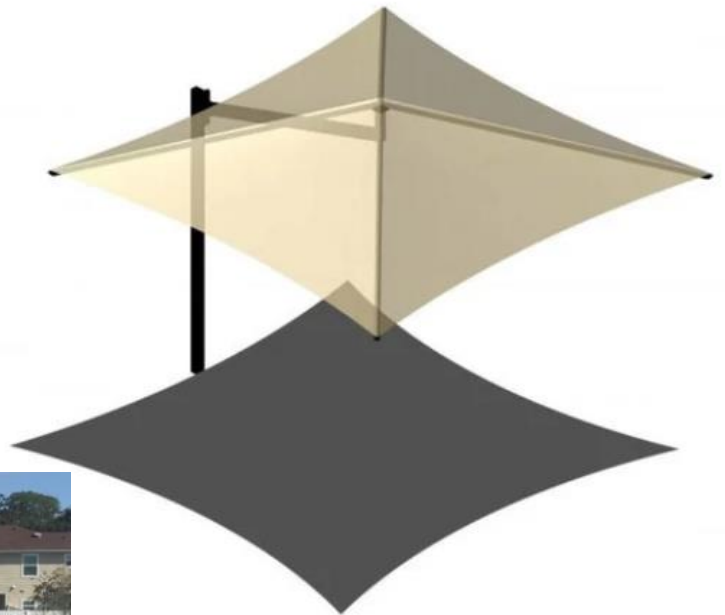
Cantilever Square Umbrella Shade

\$6,683.45(with shipping estimate)

The Cantilever Square Umbrella Shade is a one post shade cantilevered from the side creating an unobstructed shade area. Maybe our most universal design, ideal for shading patios, benches, picnic tables, car wash attendants and any other smaller area under the sun.

Commercial shade products are designed for 90 MPH wind speed (three second gusts) and 5 PSF snow load.

- Shade structures provide an open feel that cools the air by as much as 25 degrees and blocks up to 97% of harmful UV rays
- MaxTension™, our proprietary pulley system, is designed to keep the fabric top tight and firm
- Our shades only use heavy PTFE Teflon® thread which is professionally designed with double sewing needles to create a lockstitch that prevents tears and rips
- All steel frames go through an extensive process of sand blasting, zinc primer and powder coating or can be galvanized for coastal applications



Full Cantilever Hip Roof Shade Structure

\$9,825.09(with shipping estimate)

Rectangle hip roof with cantilever posts. Playground Shade Structure. Shade fabric blocks up to 90% harmful UV rays protect kids and play equipment. Ideal for covering playground equipment and picnic areas.

- Shadesure high-density polyethylene shade cloth which will provide hail protection approximately 80% shade and 90% UV protection.
- 90 mph wind load
- 5 PSF snow load



REGIONAL PARK COMMUNITY CENTER



816 ALSACE AVE

Castroville Parks and Recreation



Dedication Page



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Introduction

The Castroville Community Center (the "Center") is a public facility operated by the City of Castroville Parks and Recreation Department. The Center exists to serve residents, organizations, and partners by providing safe, accessible, and well-managed space for programs, events, meetings, and celebrations.

This Handbook is intended to serve as an operational guide and summary of facility use expectations. Certain provisions are mandatory conditions of rental and may be enforced by the City. It summarizes rules, procedures, and expectations. All rentals are governed by the Community Center Rental Agreement (Legal), which controls in the event of any conflict.



Guiding Principles

The recommendations contained in this Strategic Plan are informed by the following Guiding Principles:

Meet the needs of a changing community

The Community Center is committed to serving the evolving needs of Castroville residents and ensuring programs, services, and facilities remain responsive to the community.

Promote social equity

The City strives to provide equitable access to programs and facilities, with particular attention to individuals and communities that have historically been underserved or have limited access to recreational opportunities.

Be effective and efficient

Operations and programs are evaluated regularly to ensure resources are used responsibly and in a manner that delivers the greatest benefit to the community.

Ensure safety, cleanliness, and accessibility

The City prioritizes a safe, clean, and accessible environment through appropriate staffing, facility standards, and operational oversight.

Practice responsible stewardship of public facilities and resources

The City is committed to maintaining public facilities in a manner that protects public investment and ensures their long-term availability for community use.

Build and maintain a strong team

The success of the Community Center depends on knowledgeable and dedicated staff. The City is committed to attracting, developing, and retaining qualified personnel to support quality service delivery.



Facility Information & Hours

The Castroville Community Center is located within Castroville Regional Park and is operated by the City of Castroville Parks and Recreation Department. The facility is available for community programs, meetings, special events, and private rentals in accordance with City policies and availability.

Location

Castroville Community Center
816 Alsace Avenue
Castroville, Texas

Park Office Hours

Monday – Friday: 8:00 a.m. – 4:00 p.m.
Saturday – Sunday: Closed

Community Center Rental Hours

Monday – Friday: 8:00 a.m. – 9:00 p.m.
Saturday – Sunday: 8:00 a.m. – 10:00 p.m.

Use of the Community Center is limited to the hours reserved and paid for by the renter. All setup, event activities, breakdown, and cleanup must occur within the approved rental period.

After-Hours Use

Use of the facility outside of standard rental hours may be approved on a case-by-case basis and may require a minimum rental period, additional staffing, and additional fees.

Holidays and Closures

The Community Center is not available for rental on designated City holidays, including but not limited to:

New Year’s Day
Memorial Day
Independence Day (July 4)

Labor Day
Thanksgiving Day
Christmas Eve & Christmas Day

Additional closures may occur due to City use, maintenance, or emergency situations.



Emergency Closure

The City reserves the right to cancel or suspend reservations due to emergency conditions, weather events, public safety concerns, utility failures, or operational necessity

Facility Capacity

Maximum occupancy for the Community Center is:

- 173 people

Occupancy limits must be observed at all times and may vary based on event setup and fire code requirements.

Restrooms

The Community Center includes the following restroom facilities:

- Three(3) interior restrooms

Restrooms must be used in accordance with posted rules and left in a clean condition following use.

Access and Key Pickup

Facility access procedures, including key pickup and return requirements, will be provided to renters upon approval of the reservation and execution of the Rental Agreement.

Failure to follow access procedures may result in additional fees or loss of deposit.

Priority of Use

City-sponsored programs, official City functions, and emergency uses take precedence over all reservations. In such cases, the City will make reasonable efforts to notify affected renters as soon as practicable.

Accessibility

The Community Center is wheelchair accessible and designed to accommodate individuals with disabilities. The City of Castroville is committed to compliance with the Americans with Disabilities Act (ADA).



Reservations & How to Book

Reservations for the Castroville Community Center are managed by the City of Castroville Parks and Recreation Department. All reservations are subject to availability, City policies, and approval.

Eligibility

- The individual responsible for the reservation must be at least **twenty-one (21) years of age.**
- The individual signing the Rental Agreement is responsible for all activities, guests, and vendors associated with the event.

Reservation Timeframes

- Reservations must be made **at least seven (7) days** prior to the requested event date.
- Reservations may be accepted up to **twelve (12) months** in advance.
- Same-day or last-minute reservations are not permitted.

How to Submit a Reservation Request

Reservation requests may be submitted through the following methods:

- **Online:** [Redacted]
- **In person:** Parks and Recreation Office, 816 Alsace Avenue
- **Phone:** (830) 931-0033
- **Email:** [Redacted]

Submission of a request does not guarantee availability or approval.

Reservation Confirmation

A reservation is not considered confirmed until all of the following have been completed:

- Execution of the Community Center Rental Agreement
- Payment of all required rental fees and deposits
- Submission and approval of all required documentation, permits, licenses, and insurance (if applicable)



Required Documentation

Depending on the nature of the event, the following may be required:

- Certificate of insurance naming the City as additional insured
- Alcohol permits or TABC licensing
- Vendor documentation and health permits
- Event timeline or floor plan

Specific requirements will be communicated during the reservation process.

Payment Requirements

- All rental fees and deposits must be paid in full prior to key issuance or facility access.
- Accepted forms of payment include:
 - **Cash, checks, money orders, cashier’s checks, and credit/debit cards.**

Changes and Cancellations

All changes, cancellations, and refunds are governed by the Community Center Rental Agreement. Renters are encouraged to review cancellation timelines and refund policies carefully prior to booking.

Denial of Reservation

The City reserves the right to deny or revoke a reservation if:

- Required procedures are not followed
- Fees or documentation are incomplete
- The proposed use is inconsistent with facility policies or public safety standards



Rental Rates & What's Included

Rental rates for the Castroville Community Center are set annually by the City of Castroville and are intended to cover the costs of facility operations, staffing, and maintenance. Current rates are provided at the time of reservation and are subject to City policy.

Facility Rental Rates

Rental rates vary based on the type of event, duration of use, and whether the renter qualifies for a non-profit or other approved rate category.

Community Center				
Sunday - Thursday			Friday & Saturday	
Rental Rate	Resident	Nonresident	Resident	Nonresident
		\$75/HR \$500/DAY	\$100/HR \$650/DAY	\$100/HR \$650/DAY
Non-Profit Rate	\$50/HR \$400/DAY		\$75/HR \$650/DAY	

Security Deposit- \$200

Security Deposit (Rentals w/ Alcohol) - \$300

Hourly Rate: \$ _____ per hour

Full-Day Rate: \$ _____

Non-Profit Rate (if applicable): \$ _____

A minimum rental period may apply. Rental time includes all setup, event activities, breakdown, and cleanup.



Deposits and Additional Fees

The following fees may be required in addition to the rental rate:

- **Security / Cleaning Deposit:** \$ _____
- **After-Hours Fee (if applicable):** \$ _____
- **Security Services (alcohol-related events):** \$ _____ per hour, minimum _____ hours
- **Additional staffing or special accommodations:** As required

Deposits are refundable following post-event inspection, provided no damages, additional cleaning, or policy violations occur.

What's Included in the Rental

The standard facility rental includes use of the following amenities:

- Up to _____ **rectangular/round tables**
- Up to _____ **folding chairs**
- Access to the main indoor event space
- Built-in public address system for voice use only
- Climate-controlled facility (heating and air conditioning)
- Restroom access during the rental period

Availability of equipment may vary based on event setup and prior reservations.

Kitchen Access (If Applicable)

Kitchen access is provided for limited use only.

- Kitchen facilities are intended for **warming, staging, and serving food**
- Food preparation, grease disposal, and cooking requiring open heat sources are not permitted
- Kitchen sinks may not be used for food or grease disposal

Additional kitchen rules may apply and will be provided during the reservation process.

Equipment and Amenities Not Included

The following items are **not included** in the rental unless specifically approved:

- Audio/visual equipment beyond the built-in system
- Event setup or breakdown assistance

Rate Changes

Rental rates and fees are subject to change and are governed by City policy in effect at the time of reservation approval.



Setup, Decorations & Cleanup

Renters are responsible for the setup, use, and cleanup of the Community Center during their reserved rental period. All activities must comply with facility policies to ensure the space remains safe and available for future users. The renter or designated event host must remain on-site for the duration of the event.

Setup and Breakdown

- All setup, event activities, breakdown, and cleanup must occur **within the approved rental time**.
- Early access to the facility is not permitted unless approved in advance.
- Tables, chairs, and equipment provided by the City may not be removed from the building.
- No items may be left on-site before or after the rental period.

Decorations

To protect the facility and ensure safety, the following rules apply:

- Decorations may not damage or deface any part of the facility. Nails, screws, staples, tacks, glue, or other permanent fasteners are prohibited.
- Only approved temporary fastening materials, such as blue painter's tape or removable adhesive strips, may be used in designated areas with prior approval.
- Decorations may not obstruct exits, exit signs, fire extinguishers, fire alarms, sprinklers, smoke detectors, or lighting fixtures.

All decorations must be free-standing or installed only in approved locations.

The following items are prohibited:

- Confetti, glitter, rice, birdseed, sand, or loose decorative materials, natural or artificial flower petals, sparklers, fireworks, pyrotechnics, or smoke/fog machines, open flames, incense, or combustible materials, candles (battery-operated LED candles are permitted.)

Balloon Policy

- Air-filled balloons are permitted.
- Helium balloons are permitted only when securely anchored with weights.
- Confetti-filled balloons and balloon releases are prohibited.



All decorations, materials, and equipment must be removed immediately following the event. Renters are responsible for any damage or excessive cleanup resulting from decorations.

Music

Music and amplified sound must remain at reasonable levels and may not create a disturbance to adjacent park users, neighboring properties, or City operations.

Cleanup Requirements

Renters are responsible for returning the facility to the condition in which it was received.

At the conclusion of the event, the renter must:

- Remove all decorations, food, beverages, rental equipment, and personal items
- Collect and dispose of all trash in the provided receptacles
- Wipe down tables and chairs and return them to their designated storage areas
- Sweep floors and spot mop as needed
- Clean all areas used, including restrooms and kitchen areas

Trash bags, brooms, and mops are provided. Additional cleaning supplies, if needed, must be supplied by the renter.

Kitchen Cleanup

If kitchen access is approved:

- All food and materials must be removed from the kitchen
- Kitchen sinks may not be used for food or grease disposal
- Surfaces must be wiped down and left clean

Failure to Comply

Failure to comply with setup, decoration, or cleanup requirements may result in:

- Deduction from the security/cleaning deposit
- Additional cleaning or damage fees
- Denial of future rental privileges



Alcohol & Security

Alcohol service at the Community Center is permitted only under strict compliance with City policies, Texas law, and facility requirements. The renter is responsible for ensuring all alcohol-related activities comply with these standards.

Responsible Alcohol Service

- Alcohol may only be served to individuals who present valid proof of legal drinking age in accordance with the laws of the State of Texas.
- Alcohol shall not be served to visibly intoxicated individuals.
- Alcohol service must cease **at least thirty (30) minutes prior to the scheduled end of the event.**
- Non-alcoholic beverage options must be available throughout the event.

Prohibited BYOB Policy

- **Bring Your Own Beverage (BYOB) is strictly prohibited.**
- Guests may not bring alcoholic beverages onto the premises or remove alcoholic beverages from the facility.
- All alcohol must be provided and served by a **TABC-licensed caterer or vendor**, unless otherwise approved by the City.
- Alcohol consumption is limited to **City-approved designated areas** only. Consumption in parking areas or undesignated spaces is prohibited.

BYOB Policy

The City permits Bring Your Own Beverage (BYOB) service for approved private events held within designated Community Center rental spaces. The renter is solely responsible for compliance with all applicable federal, state, and local laws regarding the possession and consumption of alcoholic beverages. Alcohol may not be sold unless all required permits and approvals are obtained. Service to minors is strictly prohibited. The City reserves the right to require security personnel, proof of insurance, and additional conditions based on the size or nature of the event.

TABC Compliance

- All alcohol service must comply with **Texas Alcoholic Beverage Commission (TABC)** regulations.
- Caterers and vendors must maintain a valid TABC license at all times.
- The City reserves the right to report alcohol-related violations to the TABC or other authorities, as applicable.



Intoxicated Guest Management

- Alcohol service staff must be trained to identify signs of intoxication and are authorized to refuse service when necessary.
- Guests who are no longer eligible for alcohol service must be informed discreetly.
- The City, its staff, and representatives reserve the right to intervene when alcohol consumption presents a safety concern.

Security Requirements

- **Security is required for all events involving alcohol.**
- Security must be provided by the **City of Castroville Police Department or an approved off-duty law enforcement officer.**
- Alcohol service may not begin until required security personnel are present.

Security Staffing Guidelines

- **0–100 guests:** 1 security officer(s)
- **101–150 guests:** 2 security officer(s)
- **151–173 guests:** 3 security officer(s)
- **Events exceeding 200 guests:** Security requirements will be determined by the City

Security personnel have the authority to enforce facility policies, manage disturbances, and address alcohol-related issues.

Violations and Enforcement

Violations of alcohol and security policies may result in one or more of the following actions:

- Immediate suspension of alcohol service
- Termination of the event
- Forfeiture of deposits
- Additional fines or fees
- Notification of law enforcement or regulatory authorities
- Denial of future rental privileges

Violations include, but are not limited to:

- Unauthorized BYOB activity
- Serving alcohol to minors
- Alcohol service without required security present
- Removal of alcohol from the facility
- Consumption of alcohol in non-designated areas



Liability and Indemnification

The renter acknowledges responsibility for compliance with all alcohol-related laws and policies. The City assumes no liability for injuries, damages, or losses arising from alcohol service or consumption. Violations may result in immediate event shutdown and enforcement actions as allowed by law.



Vendors & Catering

Renters may use outside vendors and caterers for events held at the Community Center, subject to approval and compliance with City policies. The renter is responsible for ensuring that all vendors adhere to facility rules and applicable regulations.

Vendor Responsibility

- All vendors, contractors, and service providers are considered the responsibility of the renter.
- Vendors must comply with all facility policies, safety requirements, and operational guidelines.
- The City does not supervise vendors and assumes no responsibility for vendor performance, conduct, or equipment.

Approved Caterers

- Food and beverage service must be provided by a **licensed and insured caterer or food service provider**, unless otherwise approved by the City.
- Caterers serving alcohol must hold a valid **TABC license**, as required by law.
- Proof of licensing and insurance must be submitted to the City no later than _____ days prior to the event.

Mobile Food Vendors

Mobile food vendors may be permitted with prior approval.

Mobile food vendors must provide:

- A valid **Medina County and Cities Health Department Mobile Food Establishment Permit**
- Proof of **general liability insurance** with minimum coverage of \$_____
- Documentation listing the City as an additional insured, if required

Mobile food vendors must operate only in designated areas approved by the City.

Vendor Insurance Requirements

Vendors may be required to provide proof of insurance, including:

- General liability insurance with a minimum coverage of \$_____
- Naming the City of Castroville as additional insured and certificate holder, when required

Specific insurance requirements will be communicated during the reservation process.



Vendor Access and Setup

- Vendor access to the facility is limited to the renter's approved rental period.
- Vendors may not access the facility early or remain after the rental period without prior approval.
- Vendors must use designated loading, setup, and service areas.
- Vehicles may not be parked in non-designated areas or on landscaped surfaces.

Vendor Conduct and Compliance

The City reserves the right to deny access to or remove any vendor who:

- Fails to comply with facility policies
- Poses a safety concern
- Operates without required documentation or permits

Violations by vendors may result in penalties assessed against the renter, including fees, forfeiture of the deposit, or denial of future rentals.



Fire & Safety Rules

The City of Castroville is committed to providing a safe environment for all Community Center users. All events must comply with applicable fire codes, safety regulations, and facility policies. Failure to follow these requirements may result in immediate enforcement action.

Fire Protection Systems

- The Community Center is protected by an active fire alarm system and related safety equipment.
- Fire protection devices, including fire extinguishers, pull stations, smoke detectors, and alarm speakers, may not be blocked, covered, disabled, or altered in any manner.
- Decorations, signage, or equipment may not be attached to or interfere with any fire protection device.

Open Flames and Prohibited Equipment

For safety reasons, the following are strictly prohibited:

- Candles, open flames, or flame-producing devices
- Pyrotechnics, fireworks, sparklers, or similar effects
- Fog machines, smoke machines, haze machines, or faux smoke devices
- Incense or fragrance-burning devices

Any use of prohibited items that activates the fire alarm system may result in immediate event shutdown and assessment of all related fees.

Exits and Occupancy

- All marked exits must remain unobstructed at all times.
- Exit doors may not be propped open.
- Occupancy limits established by fire code must be observed and may vary based on event layout.

Emergency Procedures

- In the event of a fire alarm or emergency, all occupants must exit the building immediately and calmly.
- Re-entry into the facility is permitted only when authorized by Fire Department or City personnel.
- The renter is responsible for communicating emergency procedures to guests and vendors, if necessary.



Fire Department Response

- If a fire alarm is activated due to prohibited activities, negligence, or noncompliance, the renter will be responsible for any costs incurred by the Fire Department or the City.
- The City reserves the right to terminate the event if fire or life safety concerns arise.

Authority to Enforce

City staff, fire officials, and security personnel have the authority to:

- Enforce fire and safety regulations
- Require immediate correction of unsafe conditions
- Suspend or terminate events that pose a safety risk



Parking & Accessibility

Parking and access to the Community Center are shared with other users of Castroville Regional Park. Renters and guests must comply with all parking and accessibility requirements to ensure safe and equitable use of the park.

Parking

- Parking within Castroville Regional Park is **first-come, first-served**.
- There is no reserved or guaranteed parking for Community Center events unless approved in advance.
- Vehicles must be parked only in **designated parking areas and paved roadways**.
- Parking outside of designated areas, including on sidewalks, walkways, patios, landscaped areas, or unapproved grass areas, is prohibited.
- No vehicles are permitted inside the building at any time.

Oversized vehicles, trailers, buses, or vendor vehicles may be subject to additional restrictions and must be approved in advance.

Loading and Unloading

- Loading and unloading of supplies and equipment must occur only in designated areas.
- Vehicles may not block fire lanes, walkways, or building entrances.
- All vehicles must be moved promptly after unloading.

Accessibility

- The Community Center is wheelchair accessible and designed to accommodate individuals with disabilities.
- Accessible parking spaces must remain available for individuals who require them.
- The City of Castroville is committed to compliance with the Americans with Disabilities Act (ADA).

Guest Conduct

- Renters are responsible for informing guests of parking and accessibility requirements.
- Failure to follow parking or access rules may result in enforcement action, fines, or termination of the event.



PARKING MAP

(Parking Map) * Drone Pictures + Updated Site Plan Mapping



Prohibited Activities

To ensure the safety, cleanliness, and proper operation of the Community Center, the following activities are strictly prohibited unless expressly approved in writing by the City.

- Smoking, vaping, or use of tobacco products anywhere inside the facility or on Community Center premises
- Possession, use, or distribution of illegal drugs or controlled substances
- Unauthorized alcohol service, BYOB practices, or removal of alcohol from the premises
- Use of candles, open flames, fireworks, pyrotechnics, fog machines, smoke machines, or similar devices
- Blocking or tampering with fire exits, fire protection equipment, or safety systems
- Attaching signs, decorations, or materials to walls, ceilings, floors, beams, doors, or fire devices
- Use of confetti, glitter, rice, seed, flower petals, sparklers, or similar materials
- Animals on the premises, except for trained service animals as defined by law
- Glass containers smaller than one (1) quart, including beer or soda bottles, unless otherwise approved
- Disorderly, unsafe, or disruptive behavior
- Any activity that exceeds the approved occupancy limits or violates City policies

The City reserves the right to immediately stop prohibited activities, suspend or terminate events, and assess applicable fees or penalties for violations.



Damages, Enforcement & Deposits

Renters are responsible for the conduct of their guests, vendors, and contractors, as well as for the condition of the Community Center and surrounding premises during the rental period.

Damages

- The renter is responsible for any damage to the facility, furnishings, equipment, or grounds caused by the renter, guests, vendors, or contractors.
- Damage includes, but is not limited to, physical damage, excessive cleaning needs, missing items, or misuse of equipment.
- The City will determine the extent of damage and necessary repairs or cleaning.

Security and Cleaning Deposits

- A security and/or cleaning deposit may be required for all rentals.
- Deposits are reviewed following the event after inspection of the facility.
 - The City’s determination regarding damage, cleanup needs, or policy violations shall be final.
- Deposits may be partially or fully withheld to cover costs associated with:
 - Damage or repairs
 - Policy violations
 - Additional cleaning
 - After-hours use or staffing

If costs exceed the deposit amount, the renter will be responsible for payment of the remaining balance.

Enforcement Authority

The City reserves the right to enforce all facility rules and policies during the rental period.

City staff, security personnel, and law enforcement officers may:

- Issue verbal or written warnings
- Require immediate correction of violations
- Suspend specific activities (including alcohol service)
- Terminate the event if safety or policy violations occur

Event Termination

The City may immediately terminate an event without refund if:

- Facility rules or safety requirements are violated
- Alcohol or security policies are not followed
- The event poses a risk to public safety or City property

Termination of an event does not relieve the renter of financial responsibility for damages or additional costs.

Future Use

Failure to comply with facility policies, damage to City property, or unpaid balances may result in the denial of future rental privileges.



Miscellaneous & Policy Acknowledgment

Policy Updates and Changes

Policies, procedures, and facility rules outlined in this Handbook are subject to change as necessary to ensure safe and effective operations. The City of Castroville reserves the right to update or modify policies at any time.

Relationship to the Rental Agreement

This Handbook is intended to provide general guidance regarding use of the Community Center. All rentals are governed by the **Community Center Rental Agreement**, which serves as the binding legal document. In the event of any conflict, the terms of the Rental Agreement shall prevail.

Interpretation of Policies

The City reserves the right to interpret and apply facility policies as needed to address unique circumstances, safety concerns, or operational needs. Decisions made by City staff in the interest of safety and facility protection are final.

Acceptance of Policies

By reserving and using the Community Center, renters acknowledge that they have reviewed and agree to comply with all policies, guidelines, and requirements outlined in this Handbook and the Rental Agreement.

Contact Information

For questions regarding facility policies, reservations, or event planning, please contact:

City of Castroville
Parks and Recreation Department
Phone: (830) 931-0033
Email: Jonah.chang@castrovilletx.gov



FACILITY MAP

