

FRY ROAD MUNICIPAL UTILITY DISTRICT
ORDER ESTABLISHING POLICIES AND PROCEDURES
FOR THE RESERVATION AND USE OF
DISTRICT ADMINISTRATION BUILDING AND PARK PAVILION

The board of directors of Fry Road Municipal Utility District met at the board's regular meeting place on January 17, 2017 with a quorum of directors present as follows:

James H. Roadarmel, president
David Buxkamper, vice president
Oliver Brown, secretary
James Teal, assistant secretary
Denny Hay, assistant secretary

and being absent:

None

when the following business was transacted:

The order set out below was introduced for consideration of the board. It was duly moved and seconded that said order be adopted; and, after due discussion, said motion carried by the following vote:

Ayes: All directors shown present

Noes: None.

The order hereinafter set out shall become effective immediately. The order thus adopted is as follows:

ORDER ESTABLISHING POLICIES AND PROCEDURES FOR THE RESERVATION
AND USE OF DISTRICT ADMINISTRATION BUILDING AND PARK PAVILION

The Board of Directors (the "Board") of Fry Road Municipal Utility District (the "District") hereby adopts and sets forth herein the general standards, policies, and procedures whereby the District will allow its administration building and park pavilion to be used by certain individuals and groups so that space not needed by the District can continue to serve a public purpose and thereby be of greater benefit to the residents and taxpayers of the District.

Recitals

WHEREAS, construction of the District's administration building and park pavilion located at 20111 Saums Road, Katy, Texas 77450 (the "Facilities"), has been completed;

WHEREAS, the District needs the Facilities for its operations for a substantial amount of time during each month, but for some periods of time all or part of the Facilities are not in use by the District and are, therefore, available for use by District residents, taxpayers, and others;

WHEREAS, many groups and organizations having a significant relationship to the District, in number of District residents or taxpayers enrolled in or served by the group or organization, are in need of a place to meet and conduct their business or to host outdoor events. Facilitating the meetings, business, and events of such groups and organizations would be of great benefit to the District's residents and taxpayers; and

WHEREAS, it is possible to allow individuals, groups, and organizations as described above to use the Facilities at such times and in such a manner so as not to interfere with the District's use of the Facilities. Such utilization of the Facilities will increase the benefit of the Facilities for the District's residents and taxpayers, and provide additional revenue to the District to help defer the cost of maintaining the Facilities.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of Fry Road Municipal Utility District as follows:

1. The facts recited above are true and correct.
2. A schedule shall be maintained by the District stating the times during which all or a part of the Facilities shall be available for use by District residents and taxpayers in accordance with the procedures and policies outlined below.
3. The District shall designate an individual or business entity (hereinafter referred to as the "Event Coordinator") to handle all requests for use of the Facilities and to coordinate the scheduling of same.
4. Any individual, group, or organization may reserve all or a part of the Facilities, subject to the terms of these Policies and Procedures, on a first-come, first-served bases, after filling out a Reservation Application Form as provided by the District. The form must be accompanied by the appropriate deposit and/or fee. Applications shall be accepted and reservations made by the Event Coordinator at the time the application is made and the deposit paid, on a first-come, first-served basis.

5. The District does not discriminate on the basis of race, religion, gender or age with respect to any matters related to the use of the Facilities.
6. Applications by persons who do not own taxable property within the District or maintain a water account with the District are subject to a credit check of the applicant.
7. The user (applicant) shall not, under any circumstances, allow any group or individual to use the Facilities during the user's term of occupancy, other than those making the application and approved for use of the Facilities. Violation of this requirement will result in forfeiture of the security deposit, and may result in the denial of future applications. Subletting is strictly prohibited.
8. Users may not charge a fee for admission to any meeting, event, or other gathering at the Facilities.
9. Use of the Facilities shall be limited to a four (4) hour period per activity, unless a special request to extend this time is presented to and approved by the Event Coordinator. If extended use is approved, hourly rates shall apply after the first four (4) hours.
10. The number of people allowed to occupy the rooms within the Facilities at any given time shall not exceed the maximum allowed by applicable Fire Code regulations, which are presently 197 for the Activity Room, 14 for the Conference Room, and 75 for the Park Pavilion.
11. Fees and deposits for use of the Facilities shall be determined by the type of user as described below:
 - a) Non-profit public service organizations having a significant relationship to the District, in number of District residents or taxpayers enrolled in or served by the organization, and which shall conduct activities in furtherance of the organizations' purposes or goals shall pay deposits and fees as follows:
 1. The Fry Road Community Association, Inc., and youth oriented groups such as Boy Scouts, Girl Scouts, Campfire Girls, Adventure Guides, local church youth groups, and school affiliated groups, shall pay no fee and shall make a \$200.00 deposit per activity year for use of the Activity Room, a \$100.00 deposit per activity year for use of the conference room, and a \$100.00 deposit per activity year for use of the park pavilion.
 2. Non-profit public service organizations which are not youth oriented, such as local church affiliated groups, school affiliated groups, and the local fire department (i) shall pay a fee of \$30.00 per hour with a \$120.00 minimum

per use, and shall make a \$200.00 deposit per activity year for use of the Activity Room, (ii) shall pay a \$25.00 fee per use and shall make a \$100.00 deposit per activity year for use of the large or small conference rooms, (iii) and shall pay a fee of \$12.50 per hour with a \$50.00 minimum per use, and shall make a \$200.00 deposit per activity year, for use of the park pavilion.

- b) Individual District resident homeowners using the Facilities for private uses, including, but not limited to, parties, receptions, or social gatherings (i) shall pay a fee of \$50.00 per hour with a \$200.00 minimum per use, and shall make a \$400.00 deposit for use of the Activity Room, (ii) shall pay a fee of \$6.25 per hour with a \$25.00 minimum per use, and shall make a \$100.00 deposit for use of the conference room, and (iii) shall pay a fee of \$12.50 per hour with a \$50.00 minimum per use, and shall make a \$200.00 deposit for use of the park pavilion.
- c) Individual District resident non-homeowners (renters) using the Facilities for private uses, including, but not limited to, parties, receptions, or social gatherings (i) shall pay a fee of \$50.00 per hour with a \$200.00 minimum per use, and shall make an \$800.00 deposit for use of the Activity Room, (ii) shall pay a fee of \$6.25 per hour with a \$25.00 minimum per use, and shall make a \$100.00 deposit for use of the conference room, and (iii) shall pay a fee of \$12.50 per hour with a \$50.00 minimum per use, and shall make a \$300.00 deposit for use of the park pavilion.
- d) Individual District non-residents using the Facilities for private uses, including, but not limited to, parties, receptions, or social gatherings (i) shall pay a fee of \$200.00 per hour with an \$800.00 minimum per use, and shall make a \$1,000.00 deposit for use of the Activity Room, (ii) shall pay a fee of \$25.00 per hour with a \$100.00 minimum per use, and shall make a \$250.00 deposit for use of the conference room, and (iii) shall pay a fee of \$50.00 per hour with a \$200.00 minimum per use, and shall make a \$400.00 deposit for use of the park pavilion.
- e) For-profit organizations that will provide a benefit to the District in the form of education or health related activities, and which charge a low or nominal fee for services, open to residents and taxpayers of the District (i) shall pay a fee of \$200.00 per hour with an \$800.00 minimum per use, and shall make a \$1,000.00 deposit for use of the Activity Room, (ii) shall pay a fee of \$25.00 per hour with a \$100.00 minimum per use, and shall make a \$250.00 deposit for use of the conference room, and (iii) shall pay a fee of \$50.00 per hour with a \$200.00 minimum per use, and shall make a \$400.00 deposit for use of the park pavilion.
- f) Purely commercial for-profit organizations not meeting any of the standards set forth above; including, but not limited to, organizations such as Mary Kay Cosmetics, Am-Way, any commercial business, or any social or seasonal gathering of the employees

affiliated with them (i) shall pay a fee of \$200.00 per hour with an \$800.00 minimum per use, and shall make a \$1,000.00 deposit for use of the Activity Room, (ii) shall pay a fee of \$25.00 per hour with a \$100.00 minimum per use, and shall make a \$250.00 deposit for use of the conference room, and (iii) shall pay a fee of \$50.00 per hour with a \$200.00 minimum per use, and shall make a \$400.00 deposit for use of the park pavilion.

Cancellation of reservations for use of the Facilities must be made at least thirty (30) days prior to the scheduled use, or the applicant may forfeit its deposit. In the event the cancellation is made within three (3) days of the scheduled use, the applicant will forfeit its deposit.

12. Any commercial organization using the Facilities shall also provide a copy of a current certificate of insurance.

13. Commercial organizations which are District taxpayers may designate an individual as a representative, to be allowed to sign all forms required for the use of the Facilities.

14. The deposits required above shall be made at the time of application and shall be cashed by the District and held until a determination of the costs of cleaning and/or repairing the Facilities following the activity conducted at the Facilities is made. Deposits shall be made in the form of cashier's check or money order. All users must contact the Event Coordinator prior to using the Facilities to schedule an inspection of the Facilities following the activity in order to determine the cleaning and/or repair costs. Any keys issued to the user must be returned to the Coordinator at the scheduled inspection. Failure of the user to contact the Coordinator prior to use of the Facilities or to meet with the Coordinator at the scheduled inspection or to return the keys will result in forfeiture of the deposit. An additional fee of \$25.00 per hour or trip may be charged for failure to comply with the District's requirements set forth herein. A cleaning cost of \$25.00 per spot or stain shall be charged for any spots or stains found on the carpeting or floor of the Facilities, and this cost shall be deducted from the deposit. If the user does not pay the costs of cleaning and/or repair or any additional charges for failure to comply with the aforesaid requirements, the costs shall be deducted by the District from the deposit and the balance, if any, returned to the user. If the costs are greater than the amount of the deposit, the user shall be liable for the entire amount of the costs. No user shall be allowed to use the Facilities again until all costs previously incurred are paid.

15. No user may reserve the Facilities for more than two meetings per year without prior Board approval. All such users must resubmit their application to the Board on an annual basis.

16. In order to be permitted to use the Facilities, the user (applicant) must be current in all charges due the District.

17. All users are limited to the specific area approved for their use of the Facilities and may not use any other area, including the street side of the Facilities, for any purpose, except by written special request submitted to and approved by the Board of Directors.

18. The District's office and the board room are not to be used by anyone other than the District's employees, consultants or Board of Directors, except by written special request and approval of same by the Board of Detectors.

19. All users are responsible for returning the Facilities to the same condition they were in prior to the user's occupancy and use. Users are responsible for their guests' damage to the Facilities as well as their own damages. All users are responsible for the conduct of themselves and their guests at all times, and especially in the event that alcohol is served. The District disclaims any liability for injury to or by the user or the user's guests during use of the Facilities. WITHOUT LIMITING THE FOREGOING, THE USER AGREES TO AND SHALL FULLY INDEMNIFY AND HOLD HARMLESS THE DISTRICT, ITS DIRECTORS, EMPLOYEES, CONSULTANTS AND AGENTS, FROM ANY AND ALL CLAIMS, LOSSES, DEMANDS, CAUSES OF ACTION, SUITS, AND LIABILITY OF EVERY KIND, INCLUDING EXPENSES OF LITIGATION, COURT COSTS, AND ATTORNEY'S FEES, FOR INJURY TO OR DEATH OF ANY PERSON, OR FOR DAMAGE TO ANY PROPERTY, ARISING OUT OF OR IN CONNECTION WITH, OR RELATED IN ANY FASHION TO THE USE OF THE DISTRICT'S FACILITIES, REGARDLESS OF WHETHER SUCH INJURIES, DEATH OR DAMAGES ARE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE DISTRICT.

20. Users may be charged a \$50.00 fee which may be deducted from the user's deposit if the user fails to secure the Facilities upon vacating the same (i.e., fails to code out of the building in order to reactivate the security system, or fails to lock the gate to the park area), or user may be required to forfeit user's deposit, at the election of the District. Failure to secure the Facilities upon vacating the same on more than one occasion shall disqualify the user from future use of the Facilities without Board approval.

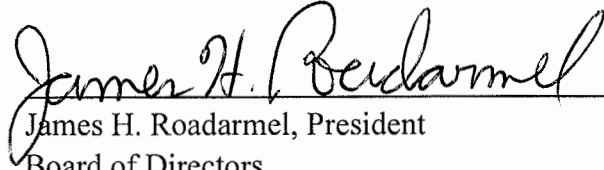
21. The Board reserves the right to terminate any user's occupancy at any time for any reason.

22. As specified on the required Reservation Application form, certain uses require that a Harris County Sheriff's or Constable's Deputy or Deputies be present during the usage. Additionally, the Board reserves the right to require that a Harris County Sheriff's or Constable's Deputy or Deputies be present at such other times as the Board deems such security necessary, all at the expense of the user.

23. Users shall not use the Facilities in such a manner as to damage the Facilities or to disturb other users or residents in the vicinity of the Facilities. In any event, after 10:00 p.m. usage will be confined to the interior and patio area of the building, the doors to the Facilities will remain closed, and noise will be held to a minimum in order to cause no nuisance to nearby residents.
24. Users agree and understand that no nails, tacks, staples or pins of any nature are to be used to hang posters, signs, banners, etc. on the interior walls of the Facilities. Tape, provided by the District, is the only authorized material that may be used to affix such decorations or printed matter to the walls of the Facilities. No banners or signs may be placed on the exterior walls of the Facilities.
25. Any potential user must apply to the Event Coordinator at least seven (7) business days prior to the user's first application for use so a determination can be made by the Board that the user's proposed use meets the standards set forth herein for use of the Facilities, and that the subject use is by a Qualified Group or District resident or taxpayer. Once this determination has been made, there shall only be need for subsequent determinations to be made for that user if the Board, in its sole discretion, desires to do so. The Facilities may not be booked more than twelve months in advance except for those groups listed in Section 11(a)(1).
26. The Facilities are not to be used for any purpose which violates State statute, local or county ordinance or regulation, or administrative rule to which the District is subject.
27. The Board reserves the right to amend these Policies and Procedures at its discretion at any time without actual notice to those reserving or requesting use of the Facilities.
28. Minor children may not be left unattended at the Facilities at any time.
29. No animals or pets (except sensory assistance animals) are permitted at the Facilities at any time.
30. Smoking is prohibited in all areas and at all times.
31. Exhibits A through C, attached hereto and incorporated herein by reference for all purposes, are hereby adopted and approved in all respects for use in connection with applications for use and use of the Facilities.
32. Any and all prior orders or resolutions relating to policies and procedures for the reservation and use of the District Administration Building are hereby repealed, and this Order shall supersede any such prior orders or resolutions effective as of the date this Order is passed and approved by the Board.

PASSED, ORDERED and APPROVED, this 17th day of January, 2017.

FRY ROAD MUNICIPAL UTILITY DISTRICT


James H. Roadarmel, President
Board of Directors

ATTEST:

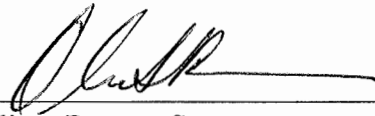

Oliver Brown, Secretary
Board of Directors



EXHIBIT "A"

Pay fee & assign code _____ Date of use _____

Amt. User fee pd. _____ Time of use _____

Key Received _____ Key Returned _____

**FRY ROAD MUD
ADMINISTRATION BUILDING
and
PARK PAVILION
20111 Saums Road
Katy, TX 77449**

RESERVATION APPLICATION

Name of Person, Group or Organization (User) _____

Responsible Person (for groups or organizations) _____

Address: _____

Phone: (Home) _____ (Business) _____ (Mobile) _____

Resident/Taxpayer Name (if any): _____

Resident/Taxpayer Acct.# (if any) : _____

Type of use and day of use (as defined in the District's Policies and Procedures):

- (a) individual/group for private use;
- (b) non-profit youth oriented**
- (c) non-profit public service
- (d) for-profit group; or*
- (e) commercial for profit organizations*

*Copy of current insurance certificate required

**Proof of non-profit status required

Brief description of type of event _____

Alcohol to be served: Yes No

Nonrefundable Use fee \$ _____ Damage Deposit \$ _____

Rooms approved for use by this application: (Check all that apply)

- Activities Room
- Conference Room
- Patio Area
- Pavilion

READ THIS: I am the undersigned applicant and User, and I fully understand that I am assuming total responsibility for the safety and actions of my guests on all Fry Road MUD's grounds and property during the time I have the facilities reserved. **THE USER AGREES TO**

AND SHALL FULLY INDEMNIFY AND HOLD HARMLESS THE DISTRICT, ITS DIRECTORS, EMPLOYEES, CONSULTANTS AND AGENTS, FROM ANY AND ALL CLAIMS, LOSSES, DEMANDS, CAUSES OF ACTION, SUITS, AND LIABILITY OF EVERY KIND, INCLUDING EXPENSES FOR LITIGATION, COURT COSTS, AND ATTORNEY'S FEES, FOR INJURY TO OR DEATH OF ANY PERSON, OR FOR DAMAGE TO ANY PROPERTY, ARISING OUT OF OR IN CONNECTION WITH, OR RELATED IN ANY FASHION TO THE USE OF THE DISTRICT'S FACILITIES, REGARDLESS OF WHETHER SUCH INJURIES, DEATH OR DAMAGES ARE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE DISTRICT. IT IS THE EXPRESS INTENTION OF THE PARTIES HERETO, BOTH THE USER AND THE DISTRICT, THAT THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH IS INDEMNITY BY THE USER TO INDEMNIFY THE DISTRICT FROM THE CONSEQUENCES OF DISTRICTS' OWN NEGLIGENCE OR GROSS NEGLIGENCE, WHETHER THAT NEGLIGENCE OR GROSS NEGLIGENCE IS THE SOLE OR CONCURRING CAUSE OF ANY INJURY, DEATH, OR DAMAGE. IT IS FURTHER THE EXPRESS INTENTION OF THE PARTIES HERETO, BOTH USER AND THE DISTRICT, THAT THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH IS INDEMNITY BY THE USER TO INDEMNIFY THE DISTRICT REGARDLESS OF WHETHER THE DISTRICT IS NOT AT FAULT, IS ONLY PARTIALLY AT FAULT, OR IS SOLELY AT FAULT.

I have read and understand the Policies and Procedures regarding use of Fry Road MUD's Administration Building and/or Park Pavilion (the "Facilities"). [User's Initials _____]

I will post a damage and cleaning deposit at the time I present this application, which will be deposited in a District account, and pay the nonrefundable use fee two weeks before the rental date, as required by the District's Policies and Procedures. Cancellation of the reservation of the use of the Facilities must be made at least thirty (30) days prior to the reserved date or my deposit is subject to a \$100 late cancellation fee. If cancellation is made at any time within three (3) days of the event, my deposit will be returned minus a \$200 late cancellation fee. Notwithstanding the foregoing, in the event of rain on the rental date, a reservation for use of the Park Pavilion may be rescheduled or cancelled without a cancellation fee and the deposit refunded, provided that in either case the User notifies the District's Event Coordinator on the rental date that the User intends to reschedule or cancel.

*** IN THE EVENT THE USER CAUSES AN ALARM TO OCCUR, RESULTING IN THE DISPATCH OF AN AGENT OF FRY ROAD MUD OR THE POLICE OR FIRE DEPARTMENTS, THE USER WILL BE RESPONSIBLE FOR ANY CHARGES. ***

I accept the conditions for reservation and use of the Facilities. I understand that if the Facilities are damaged or left in an unacceptable or unsecured condition, my deposit may be forfeited or held to cover necessary expenses of returning the Facilities to their original condition, I will be liable to the District for the costs of repairing any damages not covered by my deposit, and I may be charged a \$50.00 fee for failure to secure the Facilities when leaving (i.e. failure to reactivate the security system or lock the doors). **IF THE KEY AND/OR CODE IS LOST, I WILL PAY THE COST OF HAVING THE FACILITIES REKEYED AND/OR RECODED.**

<p><u>NO SMOKING IS ALLOWED IN THE BUILDING, OR IN THE PATIO AREA OR PAVILION.</u></p> <p><u>NO SMOKE-PRODUCING MACHINES MAY BE USED.</u></p> <p><u>197 PEOPLE MAXIMUM OCCUPANCY FOR THE ACTIVITIES ROOM AND PATIO</u></p> <p><u>22 PEOPLE MAXUM OCCUPANCY FOR THE CONFERENCE ROOM</u></p> <p><u>75 PEOPLE MAXIMUM OCCUPANCY FOR THE PAVILION</u></p>	<p><u>NO PETS ARE ALLOWED, EXCEPT SENSORY ASSISTANCE ANIMALS.</u></p> <p><u>MINOR CHILDREN ARE NOT ALLOWED TO BE UNATTENDED IN THE BUILDING AT ANY TIME</u></p> <p><u>NO SUB-LETTING</u> User must maintain possession of the key(s) to the Facilities and must be present during the activities for which the Facilities are rented. Failure to comply may result in a forfeited deposit and/or the inability to rent the Facilities again in the future.</p> <p>_____</p> <p><u>NO GAMBLING OR OTHER ILLEGAL ACTIVITIES</u></p>
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I understand that I must contact the District's Event Coordinator at 281-398-5500, NO LATER THAN ONE WEEK PRIOR to my event, and meet with the coordinator following my use thereof for inspection of the Facilities. Failure to contact the Event Coordinator at least ONE WEEK PRIOR to the use of the Facilities, meet with him/her at the agreed time after use of the Facilities and return the keys may mean forfeiture of the deposit. A \$25.00 per hour or trip fee may be charged. If damage occurs to the Facilities, I shall make full restitution to the District of all monies spent in repairing said damage over and above the damage and cleaning deposit.

I understand the use of the Facilities is expressly limited to the areas of said Facilities as designated on this application, unless a written special request has been submitted to and approved by the Board of Directors.

I understand and hereby agree that no items such as rice, birdseed or confetti may be thrown at the conclusion of wedding ceremonies/receptions inside the building. Bells and/or bubbles may be permitted subject to Board approval prior to event. Birdseed may be thrown outside of the building.

I understand that no firearms of any kind are allowed in or around the Facilities at any time pursuant to section 30.06, penal code.

IF THE KEY AND / OR CODE IS LOST, I WILL PAY THE COST OF HAVING THE BUILDING REKEYED AND RECODED.

I agree that if I am renting any portion of the building, all activity after 10:00 p.m. will be confined to the interior of the building, the doors to the building will remain closed, and noise will be held to a minimum in order to cause no nuisance to nearby residents. All guests shall vacate the building and leave the premises by the end of their rental period or by 1:00 a.m., whichever is earlier. If I am renting the pavilion, all guests shall vacate the pavilion and leave the premises by the earlier of (i) the end of their rental period, or (ii) either 6:00 p.m. during Standard Time, or 8:00 p.m. during Daylight Savings Time, as applicable.

I agree to provide professional security through the Harris County Sheriff Department at my expense during my event if Alcohol is being served.

I understand that if, in the opinion of the District, the conduct or activities of my guests are not acceptable, or the Policies and Procedures are not adhered to, the Facilities then in use will be closed immediately, my guests will be required to leave the premises, and appropriate action will be taken, including forfeiture of my deposit, and potential restriction of future use.

I agree to meet with the District's Event Coordinator, if required, for inspection of the premises pursuant to the INSTRUCTIONS FOR THE USE OF THE DISTRICT'S FACILITIES within twelve (12) hours of my use of the Facilities and prior to the next use of the Facilities.

I have received a copy of the Building Security and cleaning instructions and agree to follow them.

I understand that the time assigned to me includes set up and clean up and I AM TO BE OUT OF THE BUILDING BY THE END OF MY ASSIGNED TIME OR BY 1:00 A.M., WHICHEVER IS EARLIER and/or I AM TO BE OUT OF THE PAVILION BY THE EARLIER OF (I) THE END OF MY ASSIGNED TIME, OR (II) EITHER 6:00 P.M. DURING STANDARD TIME, OR 8:00 P.M. DURING DAYLIGHT SAVINGS TIME, AS APPLICABLE.

Signature _____ Date _____

TO BE COMPLETED AFTER USE

- | | |
|--|-------------------------------------|
| _____ Floors cleaned or vacuumed | _____ Appliances-cleaned & off |
| _____ Walls unmarred (no nails, tacks, etc.) | _____ Furniture-returned to storage |
| _____ Restrooms cleaned | _____ Vacuum-returned to storage |
| _____ Lights/Utilities turned off | _____ Parking lots cleaned |
| _____ Security system reactivated | _____ Storeroom in order |
| _____ Keys returned to designated location | _____ District supplies in order |
| _____ Trash bagged and removed | |

Comments:

Inspected by: _____ Date: _____

Accepted: _____ Deposit amount returned \$ _____

Damage/Clean up charges: \$ _____ Charges paid \$ _____

Discussed with: _____ Phone # _____

EXHIBIT "B"

**INSTRUCTIONS FOR USE OF THE FRY ROAD MUD
ADMINISTRATION BUILDING AND PARK PAVILION (the "FACILITIES")**

THE BUILDING HAS A 1:00 A.M. CURFEW
THE PAVILION HAS A 6:00 P.M. CURFEW DURING STANDARD TIME AND
A 8:00 P.M. CURFEW DURING DAYLIGHT SAVINGS TIME

THERE IS NO SMOKING IN THE BUILDING OR IN THE PATIO OR PAVILION AREAS

Individuals and/or groups who pay a fee for the use of the Facilities must contact the Event coordinator (281-398-5500) at least one week prior to using the Facilities to arrange for having the Facilities checked.

A) GENERAL

1. User must maintain possession of the key(s) to the building and must be present during the activities for which the building was rented. Failure to comply may result in a forfeited deposit and/or the inability to rent the facility again in the future.
2. Minor children may not be left alone during any use of the Facilities; this includes anytime during the decorating, the event, or the cleanup.
3. No pins, nails, staples, tacks or tape of any nature are to be used to affix materials to the walls.
4. Doors and gates must remain unlocked during use.
5. Doors to the building are to remain closed after 10:00 p.m. and noise to be held to a minimum so that no nuisance is caused to nearby residents. **All guests shall vacate the building and leave the premises by the end of their rental period or by 1:00 a.m., whichever is earlier. All guests shall vacate the pavilion and leave the premises by the earlier of (i) the end of their rental period, or (ii) either 6:00 p.m. during Standard Time, or 8:00 p.m. during Daylight Savings Time, as applicable.**
6. Bag and remove all trash at the end of the event. Replace trashcan liners in all inside containers.
7. The vacuum cleaner is located in the storage room
8. Broom, dustpan, mop and cleaning supplies are located in the utility storage closet next to the office.
9. Sponges, cleaner, liners, and toilet paper for general use are in the pantry.
10. Extra tables and chairs are located in the storeroom
11. If you use the last of any supply, please notify the Event Coordinator what is needed.
12. All tables and chairs are to be properly stacked in the storeroom according to the diagram posted on the storeroom wall. Be sure to wipe clean all tables and chairs.
13. Maximum occupancy of the Activities Room and patio at any given time shall not exceed 197.
14. Maximum occupancy of the Conference Room at any given time shall not exceed 22.
15. Maximum occupancy of the Pavilion at any given time shall not exceed 75.
16. Use of the Facilities is expressly limited to the area or areas designated on the reservation form (exclusive of Board Room and office); unless a special written request has been submitted to and approved by the Board of Directors.
17. No signs or banners on the front of the Building.
18. No pets except sensory assistance animals.
19. There is no smoking inside the building or in the patio area.
20. No red / pink dyes.
21. No helium balloons, smoke machines, glitter, confetti, or rice.

22. No parking inside the fenced park area. Vehicle access inside the fenced park area is limited to temporary use for loading/unloading only.

B) LIGHTING

1. Make sure all inside lighting is turned off before exiting-this includes restrooms, kitchen and storage areas.

C) ACTIVITIES ROOM

1. Vacuum the floor.
2. Return all tables and chairs to the storeroom located in the Activities room.
3. Empty trash cans, take your trash with you, and replace trashcan liner.
4. Turn off lights in the meeting room.

D) STOREROOM

1. The storeroom must be left clean and orderly.
2. Turn off light in the storeroom

E) RESTROOMS

1. Check the floor for paper and sweep and/or mop if necessary.
2. Ensure that all toilets and urinals are flushed; mirror, countertops, toilet seats and base are wiped clean.
3. Empty all trash receptacles and replace liners.
4. Turn off all lights.

F) KITCHEN

1. Check that all appliances are clean and turned off.
2. Clean out refrigerator of all supplies. **DO NOT REMOVE DISTRICT ITEMS.**
3. Sweep and/or mop the floor.
4. Return all supplies to cabinet.
5. Return mop, bucket, broom and dustpan to the utility storage closet next to the office.
6. Return vacuum cleaner to storeroom.
7. Bag and remove all trash.
8. Turn off lights.

G) OUTSIDE COURTYARD / PATIO / PAVILION

1. Check for cans, bottles, and other trash and place in trash receptacles.
2. Empty all trash receptacles.
3. Make certain that all outside gates are closed and locked.
4. Check for any damage to the pond and waterfall, ie: soap, dyes, rocks, dirt or plants thrown in pond.

H) PARKING LOTS

1. Check for cans, bottles and other trash and place in outside trash receptacles.

Before leaving the building and/or pavilion, make certain all outside doors and gates are closed and locked. **Upon leaving the building, “code out” and close all doors. Lock door and pull on handle to ensure door is latched / locked. Upon leaving the pavilion, lock gates to the park area.**

EXHIBIT "C"

FRY ROAD MUD BUILDING SECURITY INSTRUCTIONS

HOW TO DISARM THE SYSTEM

Enter 4-digit CODE and press 'Off' (#1 on keypad). Display should read "Disarmed – Ready to Arm"

HOW TO ARM THE SYSTEM

- 1) The last person leaving the building should be the one to arm the system: All perimeter doors / zones must be closed.
- 2) The word **READY** must appear in the keypad display.
- 3) If the words **NOT READY** appear in the display, touch the 'Ready' key and a 2-digit number will appear, identifying the fault zone.
- 4) Close the fault zone (see zone list below). If this action does not restore the word **READY**, then contact the Building Manager at 713-822-7473.
- 5) Arm the system by entering your 4-digit CODE and 'Away' (#2 on the keypad). The display will instruct you that it is arming the system and you should immediately leave the building.
- 6) **IF YOU ACCIDENTALLY CAUSE THE ALARM TO SOUND:**
 - a. Enter your 4-digit CODE and 'Off' (#1 on the keypad) to disable the siren.
 - b. IMMEDIATELY call 877-776-1911 and advise the dispatcher that the alarm was accidental. This is an effort to avert costly police response. Failure to do so may cost you a response fee. Please also notify the event coordinator
 - c. Enter your 4-digit CODE and 'Off' to remove the word 'ALARM' from the display

NOTE: It is not necessary for you to code out if the group behind you shows you their application and takes over the responsibility for the building, while you are still in the building.

You must secure the building or make sure the group behind you has an application.
DO NOT LEAVE THE SECURITY TO ANYONE WITHOUT AN APPLICATION.

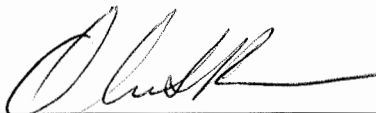
It is your responsibility to understand how to operate the security system. Operating procedures should be discussed with the District's Event Coordinator before your event. If unable to operate the security system, call the Event Coordinator. Failure to secure the building may result in a \$50.00 charge or forfeiture of your user's deposit.

I, the undersigned Secretary of the Board of Directors of Fry Road Municipal Utility District hereby certify that the foregoing is a true and correct copy of the Second Amended Order Establishing Policies and Procedures for the Reservation and Use of District Administration Building adopted by said Board of Directors at its regular meeting on January 17, 2017, together with excerpts from the minutes of said meeting showing the adoption of said Order, as same appear of record in the official minutes of said Board of Directors on file in said District's office.

I further certify that said meeting was open to the public, and that notice thereof was posted in compliance with the provisions of Chapter 551 of the Texas Government Code, as amended, and Section 49.063 of the Texas Water Code, as amended.

Witness my hand and the official seal of said District, this 17th day of January, 2017.





Oliver Brown
Secretary