



Earnie Lee “Shack” Walker Foundation (ELSWF)
WALKER PORTER COMMUNITY CENTER (WPCC)

GUIDELINES

December 2019

PO Box 426

Pittsburg, Texas 75686

Website: www.elswf.org





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GUIDELINES**

PLEASE READ THE ENTIRE DOCUMENT

BOOKING PROCEDURE

Reservations for the WPCC may only be made Monday – Friday, 10:00am – 3:00pm by contacting the WPCC Manager at (972) 339-0735. The Center Manager will determine availability and send out the booking information, including contracts or you will be able to download the forms from the www.elswf.org website.

Your use of the facility will **ONLY BE CONFIRMED** upon receipt of the specified deposit, usage fees, signed contract and waivers and/or insurance certificate, if applicable. (***You only have a tentative hold on the day requested until all items are received.***)

You may submit your completed contract and payments one of three ways:

- **US Mail to: ELSWF, Post Office Box 426, Pittsburg, TX 75686**
- **Hand Delivered to: WPCC, 880 FM 1975, Pittsburg, TX 75686**
- **Contract Only - Fax to: # (coming soon) or Email to ELSWF4707@yahoo.com** . (Your reservation is not confirmed until payment is received.)

Acceptable Payment Methods: Cash, check or Money Order. Both the rental fee and deposit are due at the time of booking.

PHYSICAL LOCATION: 880 FM 1975; Pittsburg, Texas 75686

ACCESS TO CENTER: A key will be given out 1-2 days prior to event. If you do not receive access, please call the office at (972) 339-0735 or email ELSWF4707@yahoo.com to receive access.

Center Features

- Multi-purpose room (Activity Room)
- Kitchen
- Fitness area equipped with exercise equipment
- Neighborhood Tech room (Planned)
- Jogging/Walking track (Planned)
- Outdoor playground and Fishing area (Planned)

Room Sizes:

Feature	General Square Footage
Office	130+
Activity Room	1400+
Exercise Room/Tech	200+
Kitchen	210+
Restroom	200+
Conference Room	Future
Tech room	Future

WPCC Rental Rates*

Center Only

- Weekday - (Monday – Thursday 12pm – 10pm) - **\$150*/day** + Security Deposit (refundable) **\$100.00**
- Weekend - (Friday – Sunday & Holidays) - **\$200*** /day + Security Deposit (refundable) **\$100.00**

Center + General Land use (Camping, Trail Rides, Etc.)

- **\$600.00*** / day
 - **\$200** Security Deposit (refundable)
- *Prices subject to change. ELSWF Members take \$25 off total cost**



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Rules and Regulation

BASIC CLEANING

Basic Cleaning including floor mopping and wiping down the counters plus cleaning bathroom . Users will be responsible for cleaning up all decorations, wiping down the tables and chairs and placing them into their proper location. This is a basic-cleaning, if left undone, cleaning will be charged to your deposit amount.

CATERING

ALL CATERING VENDORS MUST remove all their equipment at the end of the event. There are to be no nails or tacks put into any walls. Special Note: Please do not use thumbtack, nails, tape, etc to hang decorations, etc.

CANCELLATION POLICY

The WPCC will retain the usage fee and if a cancellation occurs less than 3 days (72 hrs.) prior to the event.

PARKING

Users must park in the parking lot provided. No parking is allowed on FM 1975. Overflow on-street parking is **NOT** allowed. You are responsible to notify guests and visitors of the parking regulations.

HOURS

The Community Center will be available for private functions between the hours of 12 PM and 12 a.m. daily unless Community Event is planned.

If there is amplified music, speakers must be indoors and must be turned down to minimum by 10:00 PM. Guests should depart by 12:30 a.m. and clean up and lock up must be completed by 12:30 a.m.

SOUND (Inside) – Amplified sound such as DJ, public address, or live band may be used inside the community center and **must be turned off by 12:00 a.m.**

SOUND (outside) – Amplified outdoor sound is allowed. Sound levels should be monitored so they do not disturb the neighbors. Hours for use of outdoor amplified sound are Monday-Saturday 9 a.m. – 11 p.m. & Sunday 12 noon – 10 p.m.

BUILDING SECURITY

UNLOCKING AND SECURING BUILDING - Call 1-2 days prior to your event for keys to access the Center.

Alcoholic Beverages

It is the responsibility of the Users to obtain a liquor license, if liquor is to be **SOLD** on the premises.

- In the State of Texas, any person who provides alcoholic beverages to another may be responsible for the actions of that person, including injuries to persons or property. **ELSWF/WPCC** does not assume any responsibility for injuries arising out of any events not sponsored by **ELSWF/WPCC**. Individuals should use special care if alcoholic beverages are being served at the event. Additionally, all sales of alcoholic beverages are to be made in compliance with the Texas Alcoholic Beverage Commission. For questions concerning the sale of alcoholic beverages and/or obtaining a permit, call the Texas Alcoholic Beverage Commission’s Austin District Office at (512) 206-3333.

BARBECUE USE (Outdoor Cooking)

A grill is provided for your convenience. Please be respectful of other users by leaving the grill area clean. Please ensure all flames are extinguished and all hot spots are out.

CLEANING EQUIPMENT

Cleaning equipment including a large dust mop and broom is in the utility room. Make sure all windows and doors are closed and secured before leaving the facility. All cleaning must be done after an event and no later than 12:30 AM unless **this is a multiple-day rental.**



Earnie Lee “Shack” Walker Foundation (ELSWF) WPCC Usage Agreement

Application Date: _____ Event Date: _____

Start Time: _____ End: _____ Name of Group/Event: _____
(please include set up and clean up time)

Function Description: _____ Size of Group _____

One person and one only, hereafter called the Sponsor/Lessee, will act on behalf of the Group on all levels of responsibility for usage of the Facility.

Sponsor/Lessee Name: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Mailing Address: _____ Physical Address (if different): _____

A Damage/Security Deposit will be held and returned to the Sponsor/Lessee upon completion of the event and inspection of the Facility. **The Facility is to be cleaned and emptied of all catering equipment and supplies.** You must plan to have your catering staff remove equipment and supplies **immediately after the function.** They **cannot** remain until the next day. If damage has occurred, the deposit, less cost of repairs and/or cleanup will be returned. If these costs are greater than the deposit the Sponsor/Lessee will be billed for the balance. **The usage fee will not be refunded if the Lessee changes or cancels the event within 72 hours of the event.**

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Usage Fee: \$ _____ Deposit amount \$ _____

Total Amount Received: \$ _____ [] Cash [] Check or MO [] PayPal Date Received: _____

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Waiver and Assumption of Risk. The Sponsor/Lessee knows, understands and acknowledges the risks and hazards associated with using the Community Center and hereby assumes any and all risks and hazards associated therewith. User hereby irrevocably waives any and all claims against the WPCC and ELSWF or any of its officials, employees or agents for any bodily injury (including death), loss or property damage incurred by the User as a result of using the Community Center and hereby irrevocably releases and discharges ELSWF and WPCC and any of its officials, employees or agents from any and all claims of liability.

Rules and Regulations. The Sponsor/Lessee certifies that he or she has read the attached Rules and Regulations and agrees to be bound by the Rules and Regulations. The User shall be responsible for ensuring compliance with the Rules and Regulations by the User's guests or invitees.

Make check for fees and deposit payable to: ELSWF. If mailing, mail to PO Box 426, Pittsburg, TX 75686.

Sponsor/Lessee : _____

ELSWF Rep: _____