



**Parks & Recreation Department
Youth Division**

604 Salomon Chapa Street
La Joya, TX 78560
956.581.7002

February 21, 2024

Youth Center Reservation Policies and Procedures

The City of La Joya's Parks & Recreation Department has one indoor sports gymnasium available for use by the community on a permit basis.

Type of Gym Space Available for Rent:

La Joya Youth Center located at 604 Salomon Chapa Dr., La Joya.

- One (1) full court High School sized basketball courts
- One (1) Stage for performance
- Half court sized with one (1) basket on each court. OR
- Open hardcourt tile area for general assembly and indoor events. Also includes:
- Pull out bleachers for spectators

General Group Use Classification and Priority

Group 1 – City of La Joya youth Programs

Group 2* – City of La Joya Resident Youth Groups

Group 3 – City of La Joya Resident Adult Groups

Group 4** – Non- Resident Youth Groups

Group 5 – Non-Resident Adult Groups

* City of La Joya Resident Group – Any league, organization, business, or other user group that has a primary address based in the City of La Joya.

**Non-Resident Group – Any league, organization, business, or other user group that has a primary address NOT based in the City of La Joya.

If there is a tie for priority with classification groups, the following criteria will be used to determine priority:

- Percentage of membership and/or team roster with a City of La Joya address. (Current rosters will be required with submitted applications)
- Total number of participants served
- City of La Joya Youth Center Pass Holder/Responsible gym user
- If all things are equal, a random draw will determine priority

Gym Use Application Schedule

Gym Rental Applications will be accepted during the application period OR on a first come, first serve period after the application period is ended.

Applications will be accepted based on the following schedule: Application Period Duration of rental dates

Application Period	Duration of rental dates
June 1 – June 15	August 1 – October 31
Sept. 1 – Sept. 15	Nov 1 – March 31
Feb 1 – Feb 15	April 1 – July 31

How to Make a Reservation

The City requires an individual, organization and /or designated representative to complete an application and provide required insurance and team rosters (if applicable) to be considered for a rental.

1. A gym Rental Application and Permit must be submitted during the Rental Application Period OR a minimum of 2 weeks prior to rental date if outside the application period.
2. Applications MUST include complete schedules of dates, times, and type of court requested for rental period (see above for rental periods). Applications MUST be submitted with team rosters (if applicable) for consideration.
3. Current liability insurance MUST be provided at least 2 weeks before first rental date or rental contract/agreement will be voided.
4. Application may be submitted in person at La Joya Youth Center located at 604 Salomon Chapa Dr., La Joya. Or by email to Omar.peralez@cityoflajoya.com by the application period deadline OR at least 2 weeks before rental date request.
5. All correspondence will be made with the person signing the application. This person is completely liable and responsible for conduct of all team(s) served under the contract as well as all of their guests.
6. Court designation will be assigned by Department staff based on availability

Insurance Requirements

Upon successful completion of an application for a gym rental, a Certificate of Insurance must be obtained by the team or organization, naming the City of La Joya as additionally insured for a minimum of \$1,000,000 per occurrence. The Certificate of Insurance shall be provided to the Youth Center Director one (1) week prior to rental date.

Payment Schedule

1. Payment of rental fees must be made at least two (2) weeks prior to or as scheduled for the rental date indicated on the gym use permit. Payments not received by this deadline may result in cancellation of rental dates. If an application is received after the application period, then payment is due at the time a gym use application and permit is processed and dates are booked.
2. Payment may be made by Cash-App, check, or cash. Checks may be made payable to city of City of La Joya. Checks and credit cards must be in the name of the individual or organization as listed in the applicant section on the application form. Only cash and Cash-App payment will be accepted within two (2) weeks of rental date.

Gym Reservation Rates:

	Half Court	Full Court	Volleyball	*Refundable Deposit
Resident	\$30/hr	\$60/hr	\$60/hr	\$300
Non- Resident	\$35/hr	\$65/hr	\$65/hr	\$300

*Deposit: All gym rentals will pay a \$300 security damage deposit at time of application approval. This deposit is refundable if all terms of the contract have been satisfied at the end of the contractual agreement.

Hours of Rental Use

1. The gym is available for rental from 6:00am – 9:00pm, Monday – Friday. Saturday, 6:30am – 7:00pm, and Sunday 6:30am – 5:30pm. Any requests outside of these times will require Supervisor approval as well as additional staffing charges.
2. Each rental occurrence will be a minimum of 1 hour.
3. A maximum of 2 hours on weekdays or 4 hours on weekends will be allocated during the application process. Renters can request more time if available.
4. Hours of use must include the amount of time needed for the event including set-up and clean-up.
5. Renters will not be authorized to enter the gymnasium until their contracted rental time indicated on the Gym Use Application and Permit.
6. The gym must be vacated by the time specified on the approved Gym Use Application and Permit.

Cancellations, Changes, and Refunds

1. Notice of more than thirty (30) days prior to rental date – deposit will be refunded.
2. Notice of less than thirty (30) days before rental date – forfeit 100% of deposit and 25% of rental fees unless date is rescheduled.
3. Rescheduling allowed up to two (2) weeks prior to original rental date.
4. No show on rental date-forfeit 100% of deposit and rental fees.
5. **All changes will be charged a \$15 administrative fee.**
6. Unexpected Maintenance Issues: Occasionally it may be necessary for the City of La Joya to reschedule or cancel a request previously approved due to unexpected safety or maintenance issues. In this event, each group or individual will be given as much advance notice as possible and will be issued a full refund if an alternative date cannot be determined.

General Rules and Regulations

1. Individuals may visit and inspect the facility during regular hours of operation, respecting the privacy of those groups who may be using the facility at the time.
2. All facilities, when open, shall be under the supervision of an official representative from the City. This representative is responsible for the enforcement of the rules governing use of the facilities.
3. The possession, consumption, or use of alcoholic beverages or tobacco products is not allowed anywhere within the gym or parking areas.
4. The City of La Joya reserves the right to eject or cause to be ejected any person objectionable, due to unlawful or undesirable conduct. Persons who are obviously intoxicated will not be allowed to enter a City facility and will be subject to arrest.
5. At no time shall exits be covered or obstructed.
6. Unlawful gambling in all forms is prohibited.
7. Animals are prohibited from indoor facilities, except for Service Animals.
8. Music and noise must be kept at a reasonable level, as deemed necessary.
9. Machines that discharge smoke or other elements that would compromise the health and safety of guests, or activate the smoke alarms, are prohibited.

10. Adequate supervision must be provided for groups with persons less than 18 years of age. The required ratio of adults (at least 21 years of age) to minors is 1:15.

Gymnasium Rules and Code of Conduct

It is the purpose of the La Joya Youth Center to provide a safe, friendly, family atmosphere for all of our guests. In an effort to meet this goal, we are implementing the following "CODE of CONDUCT" for gymnasium usage. Please note that staff will be enforcing a ZERO TOLERANCE policy when dealing with any conduct and/or behavioral concerns in the gymnasium.

1. No Food, Drinks, Gum or Chewing Tobacco allowed. No Exceptions.
2. No hanging on rims or dunking allowed.
3. Athletic shoes and shirts must be worn at all times.
4. Foul language is not acceptable under any circumstances.
5. ANYONE FIGHTING IS SUBJECT TO A SIX (6) MONTH SUSPENSION FROM USE OF ALL FACILITIES.
6. No "trash talking, "taunting or verbal intimidation will be allowed. No pushing, shoving, or aggressive/physical play is permitted.
7. Any actions interfering or disrupting the ability of staff to provide a safe, family environment will be cause for ejection from the center.

All gymnasium users are welcome to use the La Joya Youth Center provided they can abide by this CODE OF CONDUCT. Anyone unable to do so will be asked to leave the facility. The La Joya Police Department will be contacted for any cases disrupting or interfering with staff decisions and actions. Continued behavioral problems will be grounds for suspension from future facility use.

Send any additional questions to: omar.peralez@lajoyatx.gov