

**CERTIFICATE FOR ORDER ADOPTING POLICIES AND  
PROCEDURES FOR THE RESERVATION AND  
USE OF THE DISTRICT OFFICE AND FACILITIES**

THE STATE OF TEXAS  
COUNTY OF HARRIS  
HARRIS COUNTY WATER CONTROL & IMPROVEMENT DISTRICT NO. 132

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We, the undersigned officers of the Board of Directors (the "Board") of Harris County Water Control & Improvement District No. 132 (the "District"), hereby certify as follows:

1. The Board convened in regular session, open to the public, on October 16, 2006, at the regular meeting place thereof, and the roll was called of the members of the Board, to-wit:

Bob Daniel	-	President
John Shannon	-	Vice President
Tom Mancini	-	Secretary
T. Gary Toll	-	Assistant Secretary
William R. Papp	-	Assistant Secretary

All members of the Board were present except the following absentees: Director Daniel, thus constituting a quorum. Whereupon, among other business, the following was transacted at such meeting:

**ORDER ADOPTING POLICIES AND  
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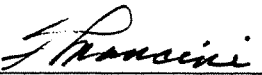
was duly introduced for the consideration of the Board. It was then duly moved and seconded that such Order be adopted; and, after due discussion, such motion, carrying with it the adoption of said Order, prevailed and carried by the following vote:

AYES: All Present

NOES: None

2. A true, full, and correct copy of the aforesaid Order adopted at the meeting described in the above and foregoing paragraph is attached to and follows this Certificate; such Order has been duly recorded in said Board's minutes of such meeting; the above and foregoing paragraph is a true, full, and correct excerpt from the Board's minutes of such meeting pertaining to the adoption of such Order; the persons named in the above and foregoing paragraph are the duly chosen, qualified, and acting officers and members of the Board as indicated therein; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance of the time, place, and purpose of such adoption at such meeting and each of such officers and members consented, in advance, to the holding of such meeting for such purpose; such meeting was open to the public, as required by law, and public notice of the time, place and purpose of such meeting was given as required by V.T.C.A. Government Code, Chapter 551.

SIGNED AND SEALED this November 2006.

  
Tom Mancini  
Secretary, Board of Directors  
(SEAL)

  
Bob Daniel  
President, Board of Directors





**EXHIBIT A**  
**POLICIES AND PROCEDURES**

**HARRIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 132**  
**POLICIES AND PROCEDURES FOR THE RESERVATION AND**  
**USE OF THE DISTRICT OFFICE AND FACILITIES**

The Board of Directors of Harris County Water Control and Improvement District No. 132 of Harris County, Texas (the "District") hereby sets forth these general standards, policies and procedures governing the use of the District office, meeting facility, water conservation garden and surrounding grounds located at 4107 Evening Trail, Spring, Texas 77388.

1. In the interest of promoting water conservation in homes, gardens, lawn care and other outdoor water activity, the Board of Directors has decided to permit the use of the Facilities to classes of school children, boy scouts, girl scouts and garden clubs within the District and neighboring districts at such times and in such a manner as will not interfere with the District's use of the Facilities. The Board is hopeful that visiting groups will study the District's Water Garden and take advantage of any programs made available by the District and the North Harris County Regional Water Authority.
2. A schedule shall be made up by the District prior to each month blocking out the times during which the Facilities will be in use by the District for District purposes. The remaining times shall be available for use by outside groups (Users) in accordance with the procedures and policies set forth below.
3. Users will be restricted to classes of school children, boy and girl scout groups and garden clubs within the District and the adjacent neighborhood areas. Any of the aforementioned groups may reserve the Facilities subject to Board approval after completing the Reservation Application set forth in Attachment 1 attached hereto. The Facilities will be made available on a first come, first served basis.
4. The representative of the group submitting a signed Reservation Application ("User") must be over eighteen years of age; must be present during the use of the Facilities and will be fully responsible for the use of the Facilities.
5. No User shall allow any group or individual to use the Facilities which is not a member of User's group.
6. All Users are limited to the specific area approved for their use and may not use any other area, including the exterior of the Facilities. The display of banners or signs is prohibited, except for temporary poster-sized signs placed in areas approved by the District announcing the meeting, with the placement of each sign being at the sole discretion of the District.
7. All Users are responsible for returning the Facilities to the same condition prior to the User's occupancy and use. Users are responsible for all damages to the Facilities during the time of their occupancy and the proper conduct of those in their group. Drugs and alcohol are prohibited. The District disclaims any liability for injury to or use by the User's group or their guests due to the use,

**EXHIBIT A**  
**POLICIES AND PROCEDURES**

consumption, influence of alcohol or any other substance ,or for any behavior that is not appropriate for an office or meeting Facilities.

8. The District reserves the right to terminate any User's occupancy at any time.
9. The District reserves the right to require a peace officer be present for those events or meetings that the Board deems it necessary.
10. Users shall not use the Facilities in such a manner as to cause damage to the Facilities or to disturb neighboring residents.
11. The User shall notify the District at least 2 days prior to the reservation date of any cancellation.
12. The hours of availability of the Facilities by users are limited from 8:00 AM to 5:00 PM. Extended hours may be granted on a per case basis.
13. Users group shall not exceed a maximum of 30 persons in the Facilities.
14. No firearms or other weapons will be permitted ap on the grounds, at the Facilities or the Facilities.
15. No animals or pets are allowed on the grounds, at the Facilities or in the Facilities, unless required for medical assistance, not limited to seeing dogs.
16. The Facilities are not to be used for any purpose that violates any State statute, local or County ordinance or regulation, or administrative rule to which the District is subject.
17. 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 District's facilities.

# APPLICATION

## HARRIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 132

### OFFICE USE AGREEMENT AND APPLICATION

4107 Evening Trail

Spring, TEXAS 77388

**THE BOARD OF DIRECTORS OF HARRIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 132 ADOPTS THE FOLLOWING RULES FOR THE USE OF THE DISTRICT OFFICE AND FACILITIES LOCATED AT 4107 EVENING TRAIL, SPRING, TEXAS 77388.:**

User of the office and facilities located at 4107 Evening Trail (the "Facilities") owned by Harris County Water Control and Improvement District No. 132 (the "District") must complete the attached application and agree to abide by these rules and regulations.

1. Any person or group making application to use the Facilities must be at least 18 years of age and must be present during the entire function.
2. All applicants will be required to pay a deposit of \$50.00 at the time application is made. The deposit may be waived at the sole discretion of the District. Use of Facilities is subject to availability.
3. After use of the Facilities, the Applicant deposit will be returned within ten (10) business days following the function, provided that the facilities are cleaned and there is no damage to the Facilities or surrounding grounds from Applicant's use. In the event the Facilities or grounds are not cleaned or are damaged, the District will make the necessary repairs and/or clean the Facilities and will deduct the cost of the cleaning/repairs from the deposit. If the cost of repairs exceeds the deposit, Applicant will be required to pay the balance.
4. Smoking in the Facilities and surrounding grounds is prohibited. Illegal substances will not be permitted within the Facilities or surrounding grounds, nor will a person who is legally intoxicated be allowed within the Facilities. Loud or abusive language will not be permitted. Any person or persons not adhering to the above must be asked to leave the premises by the Applicant.
5. If required by the District, User will employ a peace officer. Applicant will notify Harris County Constable Precinct No. 4, 281-376-3472, of the date of the function. The peace officer will be required to remain on duty until the use of the Facilities is concluded. Applicants will be responsible for hiring and paying the peace officer.
6. Applicants and their party must obey the rules for the use of the Facilities. Applicants and their party will be ordered to leave the Facilities and surrounding grounds if they fail to obey the rules and Applicant is subject to being denied future use of the Facilities.
7. Applicant will be provided an access key to the Facilities building. If Applicant loses the key, the key is stolen or misplaced, the cost to replace the locks at the Facilities will be applied against Applicants deposit. In the event the deposit does not cover the cost to replace the locks, Applicant will be required to pay the balance.

## APPLICATION

8. Applicants will not have access to the Facilities later than 5:00 p.m., unless special arrangements are made. Respect will be shown for the tranquility of the surrounding homes and the safety of children playing in the neighborhood. No sounds shall be amplified outside the Facilities or in the land adjacent to the Facilities building.
9. If any alterations or rearrangements are made to the furniture in the Facilities, **all items must be returned to their prior location before Applicant vacates the Facilities.**
10. The maximum number of persons allowed within the Facilities building at any one time will be thirty(30) people. Consideration should be made to limit the number of vehicles due to the limited parking spaces available.
11. These rules and permission to use the Facilities do not convey ownership or any permanent rights to any party other than the District. Any and all property within the Facilities will remain the property of the District.
12. All refreshments, including soft drinks, food, coffee, etc. will be furnished by the Applicants. The consumption of any beverage from a glass container is prohibited outside the Facilities on the Facilities grounds. The consumption of any alcoholic beverage is prohibited.
14. These rules in no way obligate the District to provide access to the Facilities for any entity, group, or organization. Every effort will be made to fulfill applications for use of the Facilities, but circumstances may prevent the Board from fulfilling such commitments.
15. Use of decorations is limited to fireproof materials and shall be erected and removed in a manner not destructive to District property. Tape, tacks, staples, glue or other similar materials may not be used in erecting decorations. The use of open flames is prohibited.
16. Upon completion of Applicant's activity, Applicant shall:
  - . empty all trash cans and remove trash from the premises.
  - . vacuum and clean all floor surfaces.
  - . clean all counter surfaces in the kitchen and bathrooms.
  - . make sure all toilets have been flushed and cleaned when leaving the Facilities.
  - . turn off all lights.
  - . set the alarm.
  - . lock the door.
  - . return the key
17. Applicant must supervise their groups throughout the entire period the Facilities are used and there shall be at least one adult (person over the age of 18) present for every ten (10) minors and the adult(s) shall also be present at all times.
18. All Applicants must complete the attached Application for use of the Facilities.

**APPLICATION**

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

FUNCTION TO BE CONDUCTED IN THE Facilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Requested: \_\_\_\_\_

Hours of Use: \_\_\_\_\_

Number of Persons: \_\_\_\_\_

Security Required: \_\_\_\_\_

Key Provided: \_\_\_\_\_

Key Returned: \_\_\_\_\_

I, the undersigned Applicant, do hereby certify that I have read the Facilities Use Agreement and Application attached hereto and that I have been provided a copy of the Agreement. I understand the rules and conditions for the use of the Facilities and I also understand that by using the Facilities I consent to abide by the rules and conditions. I further agree to indemnify Harris County Water Control and Improvement District No. 132 (the "District") for my use of the Facilities as set forth below.

**APPLICATION**

**I AGREE TO RETURN THE KEY TO THE DISTRICT WITHIN 48 HOURS, THAT I WILL CLEAN THE FACILITIES AND RESTORE THE FACILITIES TO THE CONDITION IT WAS IN PRIOR TO MY USE. I UNDERSTAND THAT IF THE FACILITIES OR GROUNDS ARE NOT CLEANED OR ARE DAMAGED, THE DISTRICT WILL MAKE THE NECESSARY REPAIRS AND/OR CLEAN THE FACILITIES AND WILL DEDUCT THE COST OF THE CLEANING/REPAIRS FROM THE DEPOSIT. IF THE COST OF REPAIRS EXCEEDS THE DEPOSIT, I UNDERSTAND I WILL BE REQUIRED TO PAY THE BALANCE.**

**IN CONSIDERATION FOR THE USE OF THE FACILITIES OWNED BY THE DISTRICT, THE UNDERSIGNED APPLICANT ("APPLICANT") HEREBY AGREES TO INDEMNIFY, SAVE AND HOLD HARMLESS, AND DEFEND THE DISTRICT, ITS BOARD OF DIRECTORS, AND ALL THEIR AGENTS, REPRESENTATIVES, EMPLOYEES, AND CONSULTANTS FROM ANY AND ALL SUITS, ACTIONS, OR CLAIMS OF ANY CHARACTER, TYPE, BROUGHT OR MADE BY ANY PERSON OR ENTITY FOR OR ON ACCOUNT OF ANY INJURIES OR DAMAGES RECEIVED OR SUSTAINED OR ALLEGED TO HAVE BEEN RECEIVED OR SUSTAINED BY ANY PERSON OR ENTITY ARISING OUT OF OR RELATED TO OR OCCASIONED BY APPLICANT'S USE OF THE FACILITIES OR SURROUNDING GROUNDS, WHETHER CAUSED BY THE SOLE NEGLIGENCE OF APPLICANT, THE SOLE NEGLIGENCE OF THE DISTRICT OR A COMBINATION THEREOF, OR THE NEGLIGENCE OF ANY OTHER PERSON OR ENTITY.**

Signed this \_\_\_\_\_.

"APPLICANT"

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_