



County of Galveston
Department of Parks & Cultural Services
4102 Main Street (FM 519) · La Marque, Texas 77568
Phone: (409) 934-8100 · Fax: (409) 621-7986

Clear Creek ISD – Transportation Department
2026 Fee Reduction Request
Monday, February 16, 2026 for use of Walter Hall Park, League City
6:00am – 2:00pm for their Professional Learning Day

5.1.2 Criteria for Requesting Reduction of a Permit Fee. The criteria for requesting such a reduction are:

- i) Submit a written request to the Parks and Senior Services Department at least 90 days before the event;
- ii) Describe the level of significant contributions the organization or agency has provided to a Galveston County Park, Galveston County senior services and/or beach facilities, or the Galveston County community in the past year;
- iii) Submit financial plans on the upcoming event, including all projected revenues and expenditures for the event;
- iv) Submit background information regarding the organization or agency; and
- v) Provide proof of current tax-exempt status or non-profit status, including IRS Form 990. *

Once all criteria are met, the Parks Department and Senior Services Department will submit the item to the Commissioners' Court agenda. Commissioners' Court will either approve reduction of the permitting fee or deny the request. A member of the organization requesting the reduction of a permit fee may be present at the Commissioners' Court meeting.

5.1.3 Options and requirements for Fee Reduction:

- i) Fees may be reduced by up to 80%, but not to exceed a \$1,000.00 reduction in fees.
- ii) Admission to events receiving reduced fees must be open to the public free of charge. While event sponsors may charge for goods or services at the event, no admission or gate fee shall be charged.
- iii) Galveston County must be identified as a sponsor of any event in which a fee is reduced. The County must be recognized on any and all print media, banners, websites and in a place of prominence at event locations during the event. Galveston County reserves the right to place a banner or signage at/in event grounds.
- iv) Galveston County reserves the right to view sales and special event documentation at its request at any time.

Non-refundable user fees Amount:

Indoor Banquet Hall (8hrs. X \$85.00/hr.) = \$680.00

BBQ Shed = \$70.00

Grand Total = \$750.00

Fee Reduction Amount: 80% of \$750.00 = \$600.00

Grand Total of User Fee Payment should reduction be approved: \$150.00

*Please see attached request., \$400.00 deposit is not included in fee reduction request.



Transportation
2748 FM 518 E.
League City, TX 77573
281-284-0600

To: Commissioner's Court
From: Autumn Page, CCISD Transportation
Date: October 17, 2025

Dear Commissioner's Court,

I hope this letter finds you well. I am writing on behalf of CCISD Transportation department to request a reduction in the rental fee for Walter Hall Park for a special event we plan to host on February 16th during our Professional Learning Day.

We are excited to organize a Mental Health Day for our school transportation team, which consists of over 300 dedicated employees. We believe that Walter Hall Park will provide an ideal setting for collaboration and team-building activities, which are essential for our staff's well-being and effectiveness. Our decision to utilize this park was inspired by its success in supporting our district's Adaptive Physical Education (APE) Day, and being able to secure the facility last year, demonstrating the facility's potential to foster teamwork and camaraderie. Unfortunately, the current rental fees for the facility exceed our budget, and we are reaching out to inquire if there is any possibility of a fee reduction for this event. Your support would significantly contribute to the success of this initiative, allowing us to create a positive impact on our transportation team.

Thank you for considering our request. We appreciate your support of our efforts to promote the mental health and well-being of our employees. Please feel free to reach out if you need any further information.

Sincerely,

Autumn Page
Management Specialist
apage@ccisd.net
281-284-0602



Galveston County - Parks & Cultural Services
4102 Main Street
La Marque, TX 77568
Phone: 409-934-8102 Fax: 409-621-7986
Scheduling Invoice

Creation Date: Fri Oct 17, 2025

PAYEE: Autumn Page
2748 FM 518 E.
League City, Texas, United States
77573

Invoice #: 11547

Total Amount Due: \$1,150.00

Amount Paid: \$0.00

Balance Due: \$1,150.00

Client #: 7034
Phone 2: (281) 284-0602

Email: apage@ccisd.net
Event: CCISD Transportation Mental Health Day

Phone 1: (281) 850-7880
Status: Firm

Please make checks payable to Galveston County Parks Department.

Facility Times

Facility Name	Description	Date	Time	Price
Walter Hall Park - Facilities - BBQ Shed	Ind/TaxEx (100 or less) - \$70.00 Daily Rate	Mon Feb 16, 2026	06:00AM - 02:00PM	\$70.00
Facility Subtotal:				\$70.00
Walter Hall Park - Facilities - Indoor Banquet Hall (downstairs)	Individual/Tax Exempt - \$85.00 Per Hour	Mon Feb 16, 2026	06:00AM - 02:00PM	\$680.00
Facility Subtotal:				\$680.00
Total:				\$750.00

Services

Service Name	Description	Qty	Date	Time	Price
Deposits - All - Indoor Facility - Large	Deposit - \$400.00 Daily Rate (All Units)				
Walter Hall Park - Facilities - Indoor Banquet Hall (downstairs)		1	Mon Feb 16, 2026	06:00AM - 02:00PM	\$400.00
Service Subtotal:					\$400.00
Total:					\$400.00

Transactions

There are no transactions to display for this Invoice...

Comments	Subtotal:	\$1,150.00
Thank you for booking with Galveston County Parks & Cultural Services. We are open M-F from 8am-4:30pm and closed on County holidays. If you have any issues after-hours or on the weekends, please call 409-996-9883. Please note that payment for invoices for indoor/outdoor facility rentals and special events are due 30 days prior to your event. Credit/ debit card transactions incur either a 2.2% or \$3.95 convenience fee (whichever is greater). Cancellations on unpaid balances will begin 25 days before the event date.	Total:	\$1,150.00
	Amount Paid:	\$0.00
	Balance Due:	\$1,150.00



Galveston County Parks & Cultural Services
4102 Main Street (FM 519), La Marque, TX 77568
Office Hours: Monday-Friday; 8am-5pm
www.galvestoncountytexas.gov
PUBLIC EVENT/SPECIAL EVENT PERMIT APPLICATION

FIRST TIME EVENTS: It is recommended to schedule a meeting with the Programs Manager to discuss the application in detail for first time applicants. Please call (409) 934-8126 to make arrangements.

Set-Up Date:	<u>2/16/2026</u>	Start time:	<u>6:00am</u>	End Time:	<u>2:00pm</u>																	
Event Date(s):	<u>2/16/2026</u>	Start time:	<u>6:00am</u>	End Time:	<u>2:00pm</u>																	
*Event Date(s): _____ Start time: _____ End Time: _____ (Two-day event) / add additional line for 3+ day event																						
Break-down Date:	<u>2/16/2026</u>	Start time:	<u>6:00am</u>	End Time:	<u>2:00pm</u>																	
Reservations can be made 24 months in advance for any public event, special event or company picnic.																						
Park Requested:	<u>Walter Hall Park</u>																					
*Facility/Facilities Requested:	<u>Park and Pavillion</u>																					
*including but not limited to: pavilions, gazebos, sports fields, cabanas, bunkers, restrooms, etc.																						
Type of event:	<table border="0"><tr><td>_____ Fair/Festival</td><td>_____ Parade</td><td>_____ Event exceeds</td></tr><tr><td>_____ Circus/Carnival</td><td>_____ Company Picnic</td><td>facility capacity</td></tr><tr><td>_____ Wedding</td><td>_____ Race/Fun Run</td><td>_____ Amusement request</td></tr><tr><td>_____ Concert</td><td>_____ Demonstration/Rally</td><td></td></tr><tr><td>☒ Other:</td><td colspan="4"><u>CCISD Transportation Mental Health Day</u></td></tr></table>					_____ Fair/Festival	_____ Parade	_____ Event exceeds	_____ Circus/Carnival	_____ Company Picnic	facility capacity	_____ Wedding	_____ Race/Fun Run	_____ Amusement request	_____ Concert	_____ Demonstration/Rally		☒ Other:	<u>CCISD Transportation Mental Health Day</u>			
_____ Fair/Festival	_____ Parade	_____ Event exceeds																				
_____ Circus/Carnival	_____ Company Picnic	facility capacity																				
_____ Wedding	_____ Race/Fun Run	_____ Amusement request																				
_____ Concert	_____ Demonstration/Rally																					
☒ Other:	<u>CCISD Transportation Mental Health Day</u>																					
*Estimated # attending event:	<u>300</u> (include vendors, staff, volunteers and participants)																					
Descriptive summary of the event (attach additional sheets if necessary): _____ _____ _____																						
Event Name: <u>CCISD Transportation Mental Health Day</u>																						
Name of Applicant: <u>Autumn Page</u> (Photo ID req. / age 21+)																						
Company Name (if applicable): <u>Clear Creek ISD</u>																						
Individual/Tax-Exempt For-Profit or Commercial: <u>746001592</u> (attach proof of current tax-exempt/non-profit status, including IRS form 990)																						
Mailing address: <u>2748 FM 518 E.</u>																						
City: <u>League City</u>		State: <u>TX</u>		Zip: <u>77573</u>																		
Email address: <u>apage@ccisd.net</u>																						
Cell Phone _____		Other Phone <u>281-284-0602</u>																				
Event Day Contact Name: <u>Autumn Page</u>		Phone <u>281-284-0602</u>																				



Galveston County Parks & Cultural Services
4102 Main Street (FM 519), La Marque, TX 77568
Office Hours: Monday-Friday; 8am-5pm
www.galvestoncountytexas.gov

PUBLIC EVENT/SPECIAL EVENT PERMIT APPLICATION
PAGE 2

Is the event being sponsored, co-sponsored or supported by another organization or group? If yes, attach a list of supporting organization(s) and describe their role. ☐ YES ☒ NO

Will gate, admission or registration fees be charged? ☐ YES ☒ NO
If yes, attach a list of proposed fees and their purpose and also see section 5.1.4 of Facility Permitting Policy.

How will the event be promoted? ☐ TV Ads ☐ Newspaper Ads ☐ Radio
☐ Flyers/posters ☐ Billboards ☐ Internet
☐ Other: _____

Event website: _____

REQUIRED ATTACHMENTS - Use the blank space as a check list before submitting your application to the Programs Manager.

_____ **Event Location Layout** - Please list the proposed event location and attach a map of the proposed logistical layout for your event.

_____ **Event Parking** - What parking arrangements have been made for your event? If you are using alternate parking lots, an approval letter from the property owner must accompany this application.

Event Set-Up Parking Area: _____

Event Participant Parking Area (vendors, staff, volunteers, media): _____

Event Attendees: _____

Grass Parking - If you are requesting to utilize a grass parking area, what will you do in the event of inclement weather?

_____ **Event Size:** _____ # of Participants _____ # of Staff/Volunteers
_____ # of Spectators _____ **Total Number of Attendees**

_____ **Event History:** Is this a first time event? ☐ YES ☐ NO

Is this an Annual Event? ☐ YES ☐ NO

How many years in existence? _____ YEARS

Previous Name(s) of Event: _____

If your previous year's application is on file, are there any changes from the previous year? List: _____



Galveston County Parks & Cultural Services
4102 Main Street (FM 519), La Marque, TX 77568
Office Hours: Monday-Friday; 8am-5pm
www.galvestoncountytexas.gov

PUBLIC EVENT/SPECIAL EVENT PERMIT APPLICATION

Page 3

REQUIRED ATTACHMENTS - Continued

____ **Activities and Entertainment** - Please attach a list of scheduled activities and entertainment with times (i.e. bands, contests, arts & crafts show, cook-off, performers, etc.).

____ **Structures** - Please check all structural elements that apply.

____ Tent(s) ____ Booth(s) ____ Table(s) ____ Chair(s) ____ Stage(s)

____ Fencing ____ Light Tower(s) ____ Generator(s) ____ RV(s)

____ Other(s), please list: _____

____ **Utilities**

Will you need electricity? ☒ YES ____ NO (see page 9, item #13)

Electricity for: **Building** _____

Will you need access to water? ☒ YES ____ NO

Water for: **Restrooms and Kitchen** _____

____ ***Portable Toilets:** Indicate the number of portable toilets you will have at your event. The closure of free-standing park restrooms may be required depending on the # of participants expected. Minimum of (1) per one hundred (100) participants is required.

____ # of Regular ____ # of ADA

When will they be delivered? _____

*For multi-day events, servicing of port-a-lets is required!

____ ***Event Clean-Up/Trash:**

Who is responsible for the event clean-up? _____

Contact Phone Number: _____

Will your event have a dumpster? ____ YES ☒ NO

What size? _____ When will it be delivered? _____

Recycling: Do you have a plan for recycling for the event? If so, please describe: _____

*Galveston County Parks & Cultural Services may be able to donate a limited number of trash can liners and extra toilet paper to the event, depending on available supplies. ***Please note that events held within the city limits of League City must use Republic Services (Walter Hall Park & Elva Lobit Park).**



Galveston County Parks & Cultural Services
4102 Main Street (FM 519), La Marque, TX 77568

Office Hours: Monday-Friday; 8am-5pm

www.galvestoncountytexas.gov

PUBLIC EVENT/SPECIAL EVENT PERMIT APPLICATION

Page 4

REQUIRED ATTACHMENTS - Continued

_____ **Food/Beverages:** Please indicate all food/beverage elements that apply:

_____ Sale of food/beverages

_____ Distribution of food/beverages

A Health Permit is required for each vendor selling or distributing food/beverages.

_____ Sale of Alcoholic beverages

_____ Distribution of Alcoholic beverages

You must obtain a TABC Permit for the sale/distribution of alcoholic beverages and will need permission from the Galveston County Parks & Senior Services Division to obtain your permit, if required.

Please state your plan(s) to keep others from bringing alcoholic beverages into your event and to keep patrons from taking alcoholic beverages out of the event.

X **First Aid Plan:** Will you have a first aid station on-site? **X** YES _____ NO

What are your plans for a minor/major emergency? We will have a Special Needs bus with first aid kits

Does your event layout provide for emergency vehicle access? **X** YES _____ NO

X **Insurance Requirements:** Public liability and property damage insurance is required for all athletic user groups, amusement vendors (i.e. moonwalks), special event organizers producing events that are open to the public, and for-profit commercial vendors, otherwise known as "vendor" in the amounts set forth below. Insurance must be issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners of the State of Texas, with coverage provisions insuring the public from any loss or damage that may arise to any person or property by reason of the acts or omissions of the vendor.

Vendor shall at its own expense be required to carry the following minimum insurance coverage:

- For damages arising out of bodily injury to or death of one person in any one occurrence – one hundred thousand and no/100 dollars (\$100,000.00);
- For damages arising out of bodily injury to or death of two or more persons in any one occurrence – three hundred thousand and no/100 dollars (\$300,000.00);
- For injury to or destruction of property in any one occurrence – one hundred thousand and no/100 dollars (\$100,000.00);
- Alcohol - If alcoholic beverages are sold, served, or allowed to be consumed during the event, the insurance certificate must state specifically that it also covers any losses resulting from the consumption of alcohol at the event.



Galveston County Parks & Cultural Services
4102 Main Street (FM 519), La Marque, TX 77568
Office Hours: Monday-Friday; 8am-5pm
www.galvestoncountytexas.gov

PUBLIC EVENT/SPECIAL EVENT PERMIT APPLICATION

Page 5

INSURANCE - Continued

Certificate Holder:

The Certificate Holder is: The County of Galveston, 722 Moody (21st Street), Galveston, TX 77550

Additional Insured Required:

The County of Galveston shall be named as additional insured on policies listed in subparagraphs above and shall be notified of any changes to the policy(ies).

General requirements:

- Insurance is to be placed with insurers having a Best rating of no less than A.
- The vendor shall furnish the County with certificates of insurance and original endorsements affecting coverage required by these insurance clauses.
- The insurance certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf.
- Proof of insurance must be provided at least five (5) business days before the start of the event, athletic season, or first permitted date, or the permit/event will be cancelled.
- The County reserves the right to pursue other remedies permitted by law or in equity.
- In no event shall the County be liable for any damage to or destruction of any property belonging to the event organizer/vendor unless specified in writing and agreed upon by both parties.

X

Security:

The applicant is responsible for adequate security for the permitted event, including crowd control, emergency response access and safeguarding the applicant and park property.

Galveston County Parks & Senior Services requires that: Uniformed "Texas Commission Law Enforcement Officers Standards and Education" (TCLEOSE certified Peace Officers, with the exception of reserve Peace Officers, employed by Law Enforcement agencies located within Galveston County are required for any Public, Special Event, or Company Picnic at which alcohol is present, or any Public, Special, Private Event or Company Picnic with an estimated attendance of 100 or more (including vendors, staff, volunteers, etc.), or events where an admission fee is charged or has live music, bands, or a deejay. Such Peace Officers must also be present at any Event in which, in the opinion of the Director, the anticipated attendance or the planned activity may affect public health or safety. Requirements are listed below. The minimum number of Peace Officers required is two for the first 100 people in attendance; of the two, one of the required Peace Officers must be a TCLEOSE Certified Galveston County Sheriff's Deputy or a Galveston County Constable. If an Event exceeds the attendance as defined below, one additional Officer for each additional 100 people in attendance is required. The Park Patrol Security Supervisor may require additional peace officers, if in their opinion, it appears such additional officers are warranted and can do so at a minimum of up to 24 hours in advance of the Event. Security is paid when the event begins (not during set-up) until the last event attendee leaves the facility. If officers arrive and the event has already begun, payment for each officer will be due according to the hours of the permit (retroactive).



Galveston County Parks & Cultural Services
4102 Main Street (FM 519), La Marque, TX 77568
Office Hours: Monday-Friday; 8am-5pm
www.galvestoncountytexas.gov

PUBLIC EVENT/SPECIAL EVENT APPLICATION

Page 6

SECURITY - Continued

It is the Applicant's responsibility to make arrangements for Security by contacting the Park Patrol Security Supervisor, during normal business hours (M-F; 8am-5pm) at either (409) 934-8122 or via cell phone at (409) 771-5855.
Arrangements for Security under normal circumstances should be made 30 calendar days in advance.

NO ALCOHOL AT THE EVENT	EVENTS WITH ALCOHOL
1-99 = No Officer	1-199 = 2 Officers
100-199 = 1 Officer	199-299 = 3 Officers
200-299 = 2 Officers	300-399 = 4 Officers
300-399 = 3 Officers	400-499 = 5 Officers

____ Initial - **Event Notification:** The applicant understands that they may be required to serve notices to residents and/or businesses in the area where the event will be held and furnish proof to the Department (initial on line).

____ **Street/Lane Closures:** Are you requesting any street/lane closures? ____ YES ☒ NO

Please list any street/lane closures you are requesting and attach a map:

See next page for a schedule of fees



Galveston County Parks & Cultural Services
4102 Main Street (FM 519), La Marque, TX 77568

www.galvestoncountytexas.gov

PUBLIC EVENT/SPECIAL EVENT PERMIT APPLICATION

Page 11

24. Cleaning and Trash For Outdoor Facility Rentals, the Permittee must pick up trash and litter during and after all Events. Events where in excess of 100 persons are in attendance will be required to remove bags of trash from the Site the same day of the event. In the event that trash is not removed, the permittee may be responsible for other costs incurred by the Department for the removal of trash and litter from the Site.

25. The Applicant must provide for the Event, at no additional charge to the public, an adequate number of portable toilets (one per 100 attendees), including a proper ratio of such toilets that meet the Americans with Disabilities Act specifications (ADA).

26. The Permittee may use for the Event any electrical outlets that currently exist at the Site at a cost of \$10.00 per outlet. It is the Permittee's responsibility to contact the Department at least 72 hours before the Event to ensure that the electrical power is turned on. If the Event takes place at a Site where no electrical outlets are currently in place or if the Permittee has additional electrical requirements, it will be the Permittee's responsibility to safely provide for the Event's additional needs.

27. Any misrepresentation of the signed special event application or failure to meet the requirements set forth herein will result in retention of the deposit fee.

Autumn Page

Applicant's Name

Autumn Page

Applicant's Signature

10/8/2025

Date