

ORDINANCE NO, 23-03-440

AN ORDINANCE ESTABLISHING AMENDING FEE SCHEDULES FOR THE TOWN OF VAN HORN, TEXAS.

NOW THEREFORE, BE IT ORDAINED:

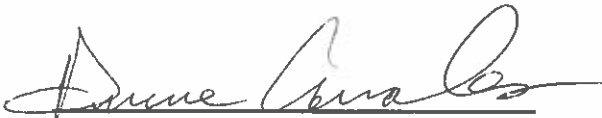
- 1 . That the Town Council of the Town of Van Horn hereby adopts the attached fee schedules for various city services effective this date.

See Attachment (as of 4-01-23)

2. That the staff and/or agents of the Town of Van Horn are hereby instructed to charge and collect for various city services as herein provided.
3. That the fees established by this ordinance supersedes any fee schedules established in other Town ordinances. Contrary fee schedules in prior ordinances are hereby repealed.

PASSED AND APPROVED THIS THE 27th DAY OF MARCH, 2023.

TOWN OF VAN HORN



Duane Corrales, Mayor

ATTEST:



LeAnn Gallman  
Interim City Administrator/City Secretary

TOWN OF VAI• HORN  
 FEE SCHEDULES  
 Effective 4-01-23

I. Building/Demolition

A. Deposits: Deposits Shall be applied to actual costs incurred for landfill tipping fees and/or inspections. Contractor shall be refunded any deposit remaining or billed for any balance due. Delinquent accounts shall be reason to deny future permits until accounts are brought current. Contractors shall be required to dispose of debris through contract with a private company; contractors must bring in proof of disposal weekly during the construction process.

(1)	New Construction: Disposal of Debris	
	Residential	\$150.00
	Commercial	\$500.00
(2)	Remodeling and/or Additions: Disposal of Debris	
	Residential	\$50.00
	Residential: Roofing	\$100.00
	Commercial	\$300.00
(3)	Inspections by Contracted Inspectors Commercial	
	Commercial	\$500.00
B.	Construction Permits	
(1)	Residential:	
	New Construction	\$250.00
	Additions to Existing Structure	\$50.00 + \$0.05/sq.ft.
	Residential Fences/Carports/Patios/Reroofing	\$20.00
	Swimming Pools: Above Ground	\$50.00
	Swimming Pools: In-Ground	\$100.00
	Siding	No charge
	Driveway/Sidewalk	No charge
	Sprinkler	\$20.00
(2)	Residential: Multi-family	\$200.00+ \$25.00/LUE
(3)	Commercial: Large 2,000+ sq. ft.	\$1000.00+ \$0.20 sq. ft.
	New Construction	\$250.00+ \$0.20 sq. ft.
	Second Story	\$100.00 additional
	Additions to Existing Structure	\$150.00 + \$0.05/sq. ft.
	Remodeling	\$150.00
	Commercial Fences/Carports/Patios	\$75.00
	Swimming Pools: In ground	\$100.00
	Landscaping/Sprinkler System – Proof of Backflow	\$50.00

	Re-roofing Commercial	\$100.00
(4)	Construction Debris Disposal Permit	
	Residential	\$50.00
	Commercial	\$100.00
(5)	Other Related Fees	
	Federal, State, County Public Buildings	Exempt
	Schools, Churches and other Tax Exempt	50% of fee
	Moving a Building or Structure	\$50.00
	Demolition permit	\$50.00
	Manufactured Home Permit	\$50.00
	Manufactured Home Hauler Permit	\$100.00
	Inspection Fee: Footprint ( for manufactured homes, new const)	\$75.00
	Inspections by Contracted Inspectors	\$15.00+actual fees per inspection

## II. Zoning/Subdivision Processing Fee Schedules

(A)	Zoning Variance Filing Fee: Residential	\$100.00
	Zoning Variance Filing Fee: Non Residential	\$250.00
	Notification Fees per Property Owner	\$3.00
(B)	Subdivision Preliminary Plat Processing Fee	\$500.00
(C)	Subdivision Final Plat Processing Fee	\$500.00
(D)	Subdivision Improvement Plans	
	Checking and Inspection Fee	\$400.00
(E)	Preliminary/final Plat Processing Fee	\$750.00
(F)	Correction Plat Processing Fee	\$200.00
(G)	Site Improvements Plan Processing Fee	\$500.00
(H)	Subdivision Notification Fees per property owner	\$3.00
(I)	Recording Fees	Actual cost
(J)	Vacate Easement Filing Fee	\$250.00
(H)	Commercial Development Plan	\$100.00 + engineering fees

## III. Miscellaneous Permits/Licenses

(A)	Burning Permits	None allowed
(B)	Street Cutting Permits	\$100.00
(C)	Junk Yard Permits	None allowed
(D)	Liquor Licenses/Mixed Drinks (\$200.00)	½ of state fee
(E)	Coin Operated Amusement Machine License	½ of state fee
(F)	Itinerant Merchant Permit- Base fee	\$100.00
(G)	Itinerant Merchant Permit – Vehicle	\$50.00
(H)	Itinerant Merchant Permit – Each Person	\$10.00
(I)	Off Premise Sign Permit – Installation	\$100.00
(J)	Off Premise Sign Permit – Renewal	\$50.00
(K)	On Premise Sign Permit	\$50.00

## IV. Copies/Certified Copies/Certifications Research

(A)	General Copies, First Page/Legal	\$.50/\$1.00
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(B)	General Copies, Subsequent Pages (each)/Legal	\$0.25/\$0.50
(C)	Copies of Town Records (each Page)	\$0.25
(D)	Color Copies	\$1.00
(E)	Certified Copies (each page) \$	\$2.00
(F)	Copies Zoning/Subdivision Ordinance (each)	\$5.00
(G)	Certifications with Town Seal (per signature)	\$2.00
(H)	Research	\$20.00/hr
(I)	Notary Service	\$5.00
(J)	Certificate of Compliance (Inside Town Limits)	\$10.00
(K)	Certificate of Compliance (ETJ)	\$25.00

#### V. Facsimile Machine (FAX)

(A)	FAX In	\$2.00
(B)	FAX Out (up to 5 pages)	\$5.00
©	FAX OUT (each page after 5)	\$1.00

#### VI. Animal Control Fees

(A)	Dog/Cat Tags	\$5.00
(B)	Pound Fee (initial) No Lic./w/Lic. Repeat Offender	\$75.00/\$50.00
©	Pound Fee (daily)	\$10.00
(D)	Quarantine Fee (confined at home)	\$10.00
(E)	Euthanasia/Surrender Fee (\$5.00 each additional)	\$15.00
(F)	Microchipping	\$25.00

#### VII. Miscellaneous Fees

(A)	Map	\$20.00
(B)	Library Fines (see separate fee schedule)	
©	Sewer Snake Rental	\$0.00/\$75.00 deposit
(D)	Returned Check Fee	\$25.00

#### Radio/Cell/Communication Tower

(A)	Under 100 feet	\$2,500.00
(B)	Over 100 feet	\$5,000.00

#### Solar Panels

(A)	Solar Panel Permit (per panel)	\$50.00
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#### VIII. Water/Sewer Rates. See schedules effective 4-1-2023 (attached.)

(A)	Disposal of Raw Sewage	\$50.00/500 gal w \$50.00 min.
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#### IX. Sanitation Fees

(A)	Residential Collection Service	See schedule
(B)	Commercial Collection Service	See schedule
(C)	Extra Pickup Service	
	Residential	\$5.00/dumpster
	Commercial	\$15.00/dumpster
(D)	Deposit for Garbage Service Only	\$75.00 minimum
(E)	Landfill Tipping Fee (per ton)	\$50.00/ton

Applies to all construction/demolition debris (excluding concrete) taken to roll offs

(F) Cardboard Recycling Containers \$17.56 each

(G) Bulk Waste Disposal/Roll off Containers

(1) The following rate schedule shall apply for bulk waste, taken to the roll off containers by the customer

- i. Small pickup (i.e. Ford Ranger size) \$5.00
- ii. Large Pickup (i.e. Ford F150 size) \$7.50
- iii. Small Utility Trailer \$10.00
- iv. Large Trailer or Truck (by weight) \$50.00/ton

(2) Contractors for large construction and/or demolition projects may contract directly with a private disposal company for a roll off container.

(3) Residential bulk waste will be at no charge upon presentation of a current paid water bill by the resident disposing of the trash. Residential bulk waste shall not include construction and/or demolition debris, which shall be paid for by the customer at the current landfill tipping fee.

#### X. Swimming Pool Fees

- (A) Children 6 and under accompanied by adult Free
  - (B) Children 18 and under \$1.00
  - (C) Adults over 18 \$2.00
  - (D) Individual Season Pass \$30.00
  - (E) Family Season Pass (first 2 family members) \$50.00
  - (F) Family Season Pass ( each additional) \$15.00
  - (G) Pool Rental (3 hours, includes lifeguards) \$75.00, includes guards
- (\$5.00 for additional guard) \$25.00 Deposit, requires 72 hr. cancellation for refund.

#### XI. Golf Course Fees

(A) (See separate fee schedule)

#### XII. Convention Center Fees

(A) (See separate fee schedule)

#### XIII. Fire Department Assessment

- (A) Residential \$2.50
- (B) Commercial \$5.75

#### XIV. Equipment Rental

- (A) Water truck w/ operator \$75.00/hr

#### XV. Certificate of Occupancy

- (A) Commercial \$150.00
- (B) Residential \$75.00

#### XVI. Library Fees

- (A) FAX:
  - Receiving \$2.00
  - Sending \$5.00 up to 5 pages, \$1.00 additional pg
- (B) Print outs and Copies:
  - 8.5 X 11 \$0.25 per side
  - 8.5 X 14 \$0.50 per side
  - 11 X 17 \$0.75 per side

© Late Fees (weekends and holidays excluded)	
Books and magazines	\$0.25 per day
DVD's	\$1.00 per day

Library Card Requirements:

- ID required
- Document with P O Box number
- New in town ( 6 months or less) temporary card will be issued
- Must be 18 and older to apply for card and check out of DVDs
- Only one card per household
- Proof of legal guardianship is required
- Library card replacement fee is \$10.00

Circulation or Computer Requirements:

- Must be clear of fines or overdue or lost materials
- Must be 18 years or older for Internet use
- Under 18 needs parental permission for Internet use
- Proof of legal guardianship is required

Computer Reminders:

- Keep track of time
- Sign in and sign out (name, date, time in, computer #, and time out)
- Do not log off, restart or turn off computer
- Do not move or touch monitor
- Do not change computer settings
- All check outs must be done before 4:55 p.m.
- All print outs must be done before 4:55 p.m. ( You are responsible for every page that is printed.)
- Save all work before 4:55 p.m.

TOWN OF VAN HORN GARBAGE RATES

The following garbage rates were adopted at the City Council meeting of the Town of Van Horn held on March 27, 2023 to be effective for the May 1, 2023 billing:

1. Residential

Inside town limits	\$20.00/month
Senior rate	\$17.25 / month
Outside town limits	\$28.25/month
Senior rate	\$22.75/month

Accounts with more than one occupancy per water meter will be billed additional minimums for each unit occupied on the first day of the month.

2. Commercial

Commercial small	\$46.00/month
4 yd container large	\$100.00/month
4 yd 5 day collection	\$160.00/month
3 yd 5 day collection \$	\$120.00/month

3. Cardboard Recycling

3 yd container \$ 25.00/month

4. Commercial I-10 Corridor East (container furnished by customer)

3 yd container \$ 175.00/month

5. COMMERCIAL 1-10 Corridor West (container furnished by customer)

3 yd container \$ 175.00/month

Senior Rate for Garbage: \$ 2.50 off Price

Plateau on I-10 - \$ 850.00

Road Side Parks - \$ 600.00

TXDOT - \$ 350.00

Town of Van Horn  
Water Rates

The following water rates were adopted at the City Council meeting of the Town of Van Horn, held on March 27, 2023 to be effective with the May 1, 2023 billing.

**Residential – Inside City limits**

0 – 2,000 gallons \$23.50 Minimum

2001 – 10,000 gallons \$4.00/1,000 gallons

All over 10,000 gallons \$4.25/1,000 gallons

Accounts with more than one occupancy per water meter will be billed additional minimums for each unit occupied on the first day of the month.

**Residential – Outside City limits**

0 – 2,000 gallons \$34.75 Minimum

2,001 – 10,000 gallons \$5.25/1,000 gallons

All over 10,000 gallons \$5.50/ 1,000 gallons

Accounts with more than one occupancy per water meter will be billed additional minimums for each unit occupied on the first day of the month.

**Commercial – Inside City limits**

0 – 2,000 gallons \$37.00 Minimum

2,001 – 10,000 gallons \$4.50/1,000 gallons

All over 10,000 gallons \$5.00 / 1,000 gallons

**Commercial – Outside City limits**

0 - 2,000 gallons \$48.25 Minimum

2,001 – 10,000 gallons	\$5.25/1,000 gallons
All over 10,000 gallons	\$5.50/1,000 gallons

**Rack Water**

Individual	\$40.00/1,000 gallons
TOVH	\$20.00/1,000 gallons
Construction	\$100.00/1,000 gallons

**Deposits**

Residential	\$75.00
Commercial	\$75.00 Minimum. Varies based on 150% of average projected Monthly bill. A irrevocable letter of credit in a form approved by The City Attorney may be provided by the customer in lieu of a deposit.
Bad Credit History	\$25.00 increase on existing deposit for each turn off for non payment after the first instance.

**Water Taps**

All sizes meter taps are Material cost plus 10% plus labor costs

Meter re location fee	\$500.00
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**Sewer taps**

Residential tap – single family	\$250.00
Commercial tap (Under 1” meter)	\$350.00
Commercial tap ( 1” meter)	\$400.00
Commercial tap (2” meter)	\$600.00 Minimum plus \$50/Public toilet stall/Urinal and/or LUE
Commercial tap (Over 2”» meter)	\$750.00 Minimum plus \$50/Public toilet stall/urinal and or LUE. Varies based on actual material and labor costs.

**Service Charge**

Residential service call	\$75.00 to be applied to all customer requests for service.
Commercial service call	\$125.00 including but not limited to water meter turn ons and turn offs; meter checks, sewer checks, re readings, etc. City error will not cause service charge to be assessed to customer.

**Delinquent fees**

Delinquent fee	\$25.00 to be applied to all accounts cut off for non payment. All bills are due and payable when billed. Any payment not received by the 15 <sup>th</sup> of the month will be considered delinquent and subject to termination of service without further notice. Residential and commercial accounts are cut off if delinquent after the 5 <sup>th</sup> of the following month.
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**Penalty**

Penalty	A 5% penalty will be assessed on all accounts whose payments are not received by 5:00 p.m. on the 17 <sup>th</sup> day of the month.
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**Handling fee**

Handling fee	\$25.00 for returned checks
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**Miscellaneous fees**

Cut off valve replacement	\$50.00 to replace broken cut off valve plus service call
Inspection : Backflow preventors	\$150.00 for annual inspection
Meter testing	\$75.00 administrative fee plus actual cost of testing plus shipping/handling

**Hudsbeth County Joint Water System**

Cost per 1,000 gallons	To be determined semiannually from special report compiled by auditors, effective January & July
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**Water/Sewer Extensions: Existing Residential Developments**

Actual cost of materials, labor and equipment based on established hourly rate.

**Water/Sewer Extensions: Commercial/Voluntary Annexations/ETJ**

Actual cost of materials, labor and equipment based on established hourly rate

**Water/Sewer Extensions: New Subdivisions**

To be provided by developer in accordance with TCEQ specifications. After acceptance by Town, Town will own and maintain lines (Requires site development plan.)

**Senior Citizen Rate:**

Residential customers aged 65 and over may be eligible for a \$5.25 reduction on the base rates for water service.

**Special Assessment: Water Tank**

Residential Customers:	\$1.00 Special assessment for water tank
Commercial Customers: \$	\$2.00 Special assessment for water tank

**Town of Van Horn  
Sewer Rates**

**Residential – Inside City limits**

0 – 10,000 gallons	\$15.00 Minimum
All over 10,000 gallons	\$0.75 / 1,000

Accounts with more than one occupancy per water meter will be billed additional minimums for each unit occupied on the first day of the month.

**Residential – Outside City limits**

0 – 10,000 gallons	\$24.00 Minimum
All over 10,000 gallons	\$1.00/1,000 gallons

Accounts with more than one occupancy per water meter will be billed additional minimums for each unit occupied on the first day of the month.

**Commercial 1 – Small business/Small retail store and offices**

0 – 10,000 gallons	\$17.25 Minimum
10,001 – 50,000 gallons	\$0.75/1,000 gallons

50,001 – 100,000 gallons	\$0.85/1,000 gallons
All over 100,000 gallons	\$1.00/1,000 gallons

**Commercial 2 – Restaurants, Auto repair shops, Gas stations, Convenience Stores**

0 – 10,000 gallons	\$31.50 Minimum
10,001 – 50,000 gallons	\$0.75/1,000 gallons
50,001 – 100,000 gallons	\$0.85/1,000 gallons
All over 100,000 gallons	\$1.00/1,000 gallons

**Commercial 3 – Motels ( No pool) < 15 rooms; Parks**

0 – 10,000 gallons	\$38.25 Minimum
10,001 – 50,000 gallons	\$0.75/1,000 gallons
50,001 – 100,000 gallons	\$0.85/1,000 gallons
All over 100,000 gallons	\$1.00/1,000 gallons

**Commercial 4 – Motels < 15 rooms with pool or 16 – 29 rooms; Schools; Hospitals; Office complexes**

0 – 10,000 gallons	\$76.25 Minimum
10,001 – 50,000 gallons	\$0.80/1,000 gallons
50,001 – 100,000 gallons	\$0.90/1,000 gallons
All over 100,000 gallons	\$1.05/1,000 gallons

**Commercial 5 - Motels 30 – 49 units**

0 – 10,000 gallons	\$121.25 Minimum
10,001 – 50,000 gallons	\$0.80/1,000 gallons
50,001 – 100,000 gallons	\$0.90/1,000 gallons
All over 100,000 gallons	\$1.05/1,000 gallons

**Commercial 6 – Motels 50+ rooms; Laundries; Truck Stops**

0 – 10,000 gallons	\$155.50 Minimum
10,001 – 50,000 gallons	\$0.80/1,000 gallons
50,001 – 100,000 gallons	\$0.90/1,000 gallons
100,000 – 250,000 gallons	\$1.05/1,000 gallons
All over 250,000 gallons	1.30/1,000 gallons

**Commercial 7 – Outside City limits**

0 – 10,000 gallons	\$286.25 Minimum
10,001 – 50,000 gallons	\$0.80/1,000 gallons
50,001 – 100,000 gallons	\$0.90/1,000 gallons
100,000 – 250,000 gallons	\$1.30/1,000 gallons
All over 250,000 gallons	1.55/1,000 gallons

**Commercial 8 – Reserved**

**Commercial 9 – Reserved**

**Commercial 10 – Reserved**

**Commercial 11: Large Commercial Users (Over 2,500,000)**

0 – 3,000,000 gallons	\$5733.56 Minimum
3,000,000 – 4,000,000 gallons	\$1.00 / 1,000 gallons
Over 4,000,000 gallons	\$1.25 / 1,000 gallons

**Handling Fee**

Handling Fee	\$25.00 for returned checks
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The Roll-off service prices are as follows, Effective April 1, 2022:

- Set fee within 2 mile radius of City Limits: \$150
- Set fee 2-20 miles outside 2 mile radius of City Limits: \$200
- Set fee 21-40 miles outside 2 mile radius of City Limits: \$250

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- Monthly rental-30 yard container: \$250
  - Monthly rental-40 yard container: \$300

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Trip to empty at Van Horn Landfill from within 2 mile radius of City Limits: \$75 \*

Trip to empty at Van Horn Landfill from 2-20 miles outside 2 mile radius of City Limits: \$150 \*

Trip to empty at Van Horn Landfill from 21-40 miles outside 2 mile radius of City Limits: \$300 \*

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Trip to empty at Sierra Blanca Landfill from within 2 mile radius of City Limits: \$350 \*

Trip to empty at Sierra Blanca Landfill from 2-20 miles outside 2 mile radius of City Limits: \$450 \*

Trip to empty at Sierra Blanca Landfill from 21-40 miles outside 2 mile radius of City Limits: \$500 \*

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Trip to empty at Clint Landfill from within 2 mile radius of City Limits: \$500 \*

Trip to empty at Clint Landfill from 2-20 miles outside 2 mile radius of City Limits: \$600 \* Trip to empty at Clint Landfill from 21-40 miles outside 2 mile radius of City Limits: \$650 \*

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\* Trip charge does not include tipping fees. Tipping fees will be billed at cost on the monthly invoice.

Van Horn Landfill charges \$15.00/cu.yd. and \$110/ton

Sierra Blanca Landfill charges \$15.00/cu.yd. Clint  
Landfill charges \$26.00/ton

Compactor hauling service is also available. Minimum trip fee to empty compactor is \$75. The cost will increase based on accessibility.

Local Landfill Fees: Effective 4/1/2022

(1)	Per ton; prorate for lighter loads	\$110.00
	Roll-off OT, dump truck, and other, including loose or baled cardboard or other recyclable materials, per cubic yard	\$15.00
(2)	Dead animals:	
	Small animals—dogs, cats, etc., each	\$10.00
	Large animals—cows, deer, horses, each	\$35.00
(3)	Failure to tarp load	\$15.00 each

## Mountain View Golf Course

### I. CART RENTALS – Non Members

	<b>Members</b>
\$14.00/person per 18 holes ; \$6.00 next 9 holes	\$10.00
\$10.00/person per 9 holes	\$8.00
\$10.00/person per 18 holes (seniors age 65 +)	\$6.00
Twilight fees (Wed., Thurs., Fri.) after 4:00 p.m.	\$8.00
\$5.00 per person Non golfing cart riders 13 + years (<12 free) Unless additional cart	
\$5.00 each rider for members/ personal carts flat fee \$3.00 Twilight hours 4 p.m.	

### City Sponsored Thursday Night Scramble \$5.00 for Members Only, Non Members Regular Price

### II. Memberships (Begins at time of initial payment, no proration allowed)

- A. **Individual/Private:** \$200.00/year – Payable Monthly  
Only member is eligible to play
- B. **Family: Must live in same house** \$275.00/year – Payable Monthly  
Man & wife plus children living at home as full time students (through age 22) are eligible to play under this membership without paying additional green fees.
- C. **Motel/RV Park** \$350.00/year  
Motel/RV Park owner and immediate family living on premises plus registered guests of the facility are eligible to play without additional green fees. Owner may designate manager of facility re receive the owner benefits, if owner chooses not to claim them.
- D. **Sierra Blanca ISD** \$600.00/year  
**Van Horn High School** \$400.00/year  
Any student of CCAISD/SBISD, including the golf coaches (only) participating the the golf program as a sports activity sponsored by the school, are eligible to play without paying additional green fees.
- E. **Business/Corporate Memberships:** discontinued after April 1, 2016  
Prior existing memberships will be grandfathered.  
New Fees: \$1,000.00/year 1-10 members  
              \$1,500.00/year 11-20 members  
              \$1,800.00/year 21-30 members  
              \$75.00/person after 30 members

### III. Green Fees – Non Members

	<b>Members</b>
\$12.00 week days	Included
Free CCAISD and SBISD Students (Grade Pre-K – 12)	
\$5.00 Non CCAISD/SBISD Students (Grades Pre K – 12)	
\$14.00 Weekends and Holidays	Included

### IV. Tournaments and Fund raisers

All fund raisers, benefits, City Tournaments will have green fees waived. Cart fees MUST be paid by all. No exceptions.  
\$1.00 per player for VHGA scrambles

### V. Golf Cart Storage Fee **\$75.00/ year Members only**

**All memberships are paid on an annual basis. There are no partial year memberships. Individual and Family memberships may make arrangements to pay monthly.**

**All memberships other than individual are to provide a list of persons eligible to play under that membership. The list must be updated periodically. Motel/RV Park memberships must send a pass authorizing their registered guests to plan under said membership. For business memberships, pay stubs may be requested to verify employment.**

**The Golf Course will close at 9:00 p.m. during daylight savings time. (March to November)**

**City Employees, Retired City Employees, and Active Council members, membership fees apply, included in City Membership.**

**Personal golf cart owners see separate attached rules.**

(Ord. 22-03-435 4/11/22)

## Library Fees

Fax:

Receiving: \$2.00

Sending: \$5.00 up to 5 pages (additional \$1 per page)

### Print outs & copies

8.5 x 11                    \$0.25 per side

8.5 x 14                    \$0.50 per side

11 x 17                     \$0.75 per side

Late Fees: (weekends and holidays excluded)

Books & Magazines    \$0.25 per day

DVDs                        \$1.00 per day

### Library Card Requirements

- ID required
- Document with P O Box number
- New in town ( 6 months or less) temp card will be issued
- Must be 18 or older to apply for card and check out of dvds.
- Only 1 card per household
- Proof of legal guardianship is required
- Library care replacement \$10.00

### Circulation or Computer Requirements

- Must e clear of fines or overdue or lost materials
- Must be 18 years or older for internet use
- Under 18 needs parental permission for internet use
- Proof of legal guardianship is required

### Computer Reminders

- Keep track of time
- Sign in and sign out (Name, Date, Time in, computer # & time out)
- Do not log off, restart or turn off computer
- Do not move or touch monitor
- Do not change computer settings
- All checkouts must be done before 4:55 p.m.
- All printouts must be done before 4:55 p.m. (you are responsible for every page printed)
- Save all work before 4:55 p.m.

**Town of Van Horn  
Convention Center & Visitors Bureau Fee Schedule**

<b><u>GRAND HALL</u></b>	(7,500 sq ft)
Commercial	\$300.00 flat fee
Non Profit	\$25.00 janitor fee
Seating capacity: Auditorium or Theater style – 250	Banquet Style 200
Room Deposit	\$100.00
Key Deposit	\$25.00
Alcohol Deposit	\$125.00 (No glass containers)
<b><u>EL CAPITAN</u></b>	(800 sq ft) 40 X 20
Commercial	\$50.00 per hour, or portion thereof
Non Profit	\$25.00 janitor fee
Seating capacity: Classroom style – 35	Auditorium or Theater style – 50
Room Deposit	\$25.00
Key Deposit	\$25.00
Alcohol Deposit	\$125.00 ( No glass containers)
<b><u>CITY HALL SUITE 104</u></b>	(
Commercial	\$50.00 per hour, or portion thereof
Non Profit	\$25.00 janitor fee
Room Deposit	\$25.00
No Alcohol	

All rental rooms in the City Hall are to be leased only as circumstances require, such as when overflow conditions at the regular facilities create a demand for the space. The City Administrator will have final discretion to approve leasing of the City Hall facilities for any event, including an event not meeting such criteria.

**RENTAL FEE PER EVENT**

<b><u>Kitchen</u></b>	<b><u>Other Items</u></b>
Deposit \$25.00	Tables & Chairs - \$20.00
Rental	Linens - \$20.00
	Dishes - \$25.00 (Must be washed, dried, & put back)
	Catering fee – 15% of gross

**Ticket Booth:** \$10.00 per day 8-5 (no personnel provided), \$25.00 per hour (CCVB personnel)

**Parking Lot:** Free for all events EXCEPT as rental by the Center for:

Outdoor auctions, exhibits, festivals, etc. \$75.00 per day 8 :00 a.m. – 5 :00 p.m. extended time periods are negotiable.

**Audio Visual Equipment**

Deposit: Amount of daily rental	Rental fee per day		
Camcorder	\$50.00	TV Monitor/VHS	\$20.00
Camcorder Tripod	\$25.00	CVB Public Address System	\$10.00
35 mm Slide Projector/Screen	\$10.00	Lectern	No Charge

**Mercado Rental Rates – EDC Outdoor Market**

Rental Fee	\$150.00 per event
Deposit	\$250.00 per event

The CCVB Building is a designated Emergency Center. In case of a blackout or other natural disaster this building may be used as an Emergency Public Shelter.