



CITY OF HOUSTON

Parks and Recreation Department
A CAPRA Accredited Agency

John Whitmire

Mayor

Kenneth Allen
Director
Parks and Recreation Department
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February 17, 2025

Melaine Martinez Gomez

Director, Sunrise Centers, Homeless & Foster Care – Community Relations

HOUSTON INDEPENDENT SCHOOL DISTRICT

Hattie Mae White Educational Support Center

4400 West 18th Street | Houston, TX 77092-8501

Re: ***Houston Independent School District (ISD) Sunrise Center Partnership March 1, 2025 – July 31, 2026***

The mission of the Houston Parks and Recreation Department is to enhance the quality of urban life by providing secure and well-maintained parks and offering affordable programs for the community. Our ability to work together and share assets is invaluable in improving the level of programming, essential supplies, resources, and educational opportunities for the community.

Houston Parks and Recreation Department is committed to having a professional and comprehensive Recreation Program to deliver quality leisure programs to its citizens. As we collaborate to meet the needs of the community through this joint collaborative partnership with the Houston ISD Sunrise Center the Houston Parks and Recreation Department (HPARD), agrees to the following:

- Provide 2 HPARD staff members at Marian Community Center, 11101 South Gessner, 77071, to assist with the coordination of scheduled activities.
- Provide core recreation services and programs which include fitness, instructional sports, nature and environmental education, cultural awareness, arts and crafts as well as leisure, social and specialty classes for youth, teens, adults and seniors.
- Secure intake/registration/consent from parent or guardian on each participant.
- Ensure the compliance of the rules and regulations adopted in the City Council approved Standards of Care Ordinance. This ordinance provision exempts and approves all HPARD youth programs from daycare licensing.
- Provide facility space and waive all applicable fees associated with the usage of occupied office space designated for the Houston ISD Sunrise Center.
- Provide access to the building during scheduled standard operating hours. Extended hours/utilization must be scheduled and approved 7-10 days in advance. It's solely the responsibility of the Community Center staff to perform opening and closing procedures. Keys will not be distributed.
- Ensure that all activities are free and accessible to the public.
- Provide custodial support to maintain a safe, clean and healthy work environment.
- Promote participation in Houston ISD Sunrise Center program and activities

Houston ISD agrees to the following:

- Adhere to all HPARD & City of Houston standards, policies and procedures while on site.
- Provide 2 staff members to work and collaborate with HPARD staff to coordinate/conduct/support scheduled activities during regular operating hours.
- Recruit and secure other community partners to leverage existing resources and grow program and service outreach, offerings and impact in the community.

Twonda Thompson and Christina Trevino will serve as your program liaison for this partnership. This partnership will be reviewed after three months to reassess resources and program success.

All adult volunteers and collaborative partners must complete a HPARD Volunteer Application Form and have background clearance from our department before participating in the program. Applications must be forwarded to:

Houston Parks and Recreation Department
Recreation and Wellness Division
Attn: Oneika Peters
6200-Wheeler, Building #3
Houston, Texas 77023

We are looking forward to a great partnership with your organization this year. Should you have further questions or concerns, please feel free to contact Twonda Thompson, Administration Manager at 832-395-7244 or Twonda.Thompson@houston.tx.gov.

Sincerely,



Prentiss Collins, Deputy Director
Recreation and Wellness Division

PC/tt

Cc: Twonda Thompson
Moses Becerra
Christina Trevino