



FACILITY RESERVATION AGREEMENT
CITY OF WEST UNIVERSITY PLACE
PARKS AND RECREATION DEPARTMENT

Multi-Purpose Room Rental Applicant Information

Date of Application \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Home #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Business #: \_\_\_\_\_

Activity/Rental Information

Date (s): \_\_\_\_\_ Type of Activity: \_\_\_\_\_

Start Time: \_\_\_\_\_ AM/PM End Time: \_\_\_\_\_ AM/PM

\*\*\*\*Must include set-up and clean-up time \_\_\_\_\_ (Initials)

Estimated Attendance: \_\_\_\_\_

I agree to indemnify and save harmless the City of West University Place and its employees, elected and appointed officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of City of West University Place properties herein specified. I have received a copy of the Reservation and Facility Use Policies and agree for myself and for the organization named above to supervise all activity on the premises, and to comply with and enforce the Parks and Recreation Reservation and Facility Use Policies formulated by the Parks and Recreation Department for the use of buildings and facilities; and to adhere to all specifications and limits listed.

I have fully informed myself of the contents of this agreement and all reservation and facility use policies prior to signing below.

Renter: \_\_\_\_\_

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

Staff: \_\_\_\_\_

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



# Multi-Purpose Room Rental Checklist/Agreement

Please note that this checklist is to go over the most important and frequently asked information. For more information please see the rental packet that will be emailed with your receipt.

❖ **Fees:**

- Resident \$240 per hour
  - Minimum of 2 hour reservation
- Rental Deposit of \$200 per area rented. Deposit must be paid by credit card.  
 [Redacted] Customer Initials \_\_\_\_\_ Staff Initials

❖ **Policies:**

- Allows up to 60 guests. Overages will result in \$6 per person being deducted from deposit.
- Rental time must include set-up, clean-up, and take-down.
- Renter must clean areas utilized prior to departure, failure to do so may result in a \$45 fee.
- Concession area is not available for use for any purpose at any time.
- All outside vendors, other than general food caterers must be approved.
- D.J.'s, bands and speakers are not permitted. Please see page 6 of Rental Packet for an extensive list of prohibited items.  
 [Redacted] Customer Initials \_\_\_\_\_ Staff Initials

❖ **Cancellation Policy:**

- All changes and/or cancellations must be submitted in writing at least 14 days prior to rental. A cancellation fee of \$50 will be charged at that time. If cancellation procedure is not followed, no funds will be issued. Please see page 4 of the Rental Packet for specific procedures to follow when cancelling or changing rental.
- Inclement Weather: Refund requests due to inclement weather will only be considered in extreme conditions, and if the weather occurs during the hours specified on the rental agreement. Please see page 4 of Rental Packet: for more information on weather and non-weather related pool closures.  
 [Redacted] Customer Initials \_\_\_\_\_ Staff Initials

❖ **Rental Packet:**

- Rental Policy Packet will be handed or emailed to customer. Customer understands and agrees they are responsible for understanding and abiding by all policies within.  
 [Redacted] Customer Initials \_\_\_\_\_ Staff Initials

Customer Signature: [Redacted] Date: [Redacted]

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_