



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

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**Pavilion Rental Applicant Information**

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

**RESIDENT**    **NON-RESIDENT**   (Note: Non-Residents can only rent the Pavilion with a sponsor; pool rentals are can only be rented by Residents)

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

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

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

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

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**Resident Sponsor Information (For Pavilion Only)**

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

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

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

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

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**Activity/Rental Information**

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

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

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

*I agree to indemnify and hold 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:** \_\_\_\_\_

**Resident Sponsor (If Applicable):** \_\_\_\_\_   **Date:** \_\_\_\_\_

## Pavilion 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.

❖ **Covid-19:**

- I understand that COVID-19 is an extremely contagious disease that can lead to severe illness and death. An inherent risk of exposure exists in any public place where people are present. By participating in the activity, event or use I am signing up for, I voluntarily assume all risks related to exposure to COVID-19.
- As the renter, I understand that I am responsible for all guests following all COVID-19 protocols including but not limited to, social distancing and wearing of face coverings per CDC recommendations <https://www.cdc.gov/coronavirus/>

\_\_\_\_\_ Customer Initials

❖ **Fees:**

- Resident \$60 per hour / Non-Resident \$90 per hour
  - Minimum of 2 hour reservation
- Rental Deposit of \$200 per area rented. Deposit must be paid by credit card.

\_\_\_\_\_ Customer Initials

❖ **Policies:**

- Pavilion rental does not include the use of the pool, playgrounds, or fields.
- Rental time must include set-up, clean-up, and take-down.
- Renter must clean areas utilized prior to departure. Failure to clean will result in fees being deducted from deposit, typically \$45, but could be more/less depending on mess and time it takes staff to restore areas.

\_\_\_\_\_ Customer Initials

❖ **Inflatable/Other Attractions:**

- Only dry inflatable bounce house/moon bounces are allowed.
- No water games.
- For all attractions the city must have proof of insurance no later than seven days before the rental. Please see page 5 of the rental packet for specific information.

\_\_\_\_\_ Customer Initials

❖ **Cancellation Policy:**

- Weather related cancellations will be administered on a case by case basis.
- Non-weather related cancellations must be made 14 days in advance. A \$50.00 administrative fee will be charged for all cancellations.

\_\_\_\_\_ Customer Initials

❖ **Rental Packet:**

- Rental Policy Packet will be emailed to customer. Customer understands and agrees they are responsible for understanding and abiding by all policies within.

\_\_\_\_\_ Customer Initials

**Customer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_