



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

Pavilion Rental Applicant Information

Date of Application _____

RESIDENT NON-RESIDENT

(Note: Non-Residents can only rent the Pavilion with a Resident Sponsor)

Name: _____

Address: _____

Email: _____

Home #: _____ Mobile #: _____ Business #: _____

Resident Sponsor Information

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)

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: _____

Resident Sponsor (If Applicable): _____ Date: _____

Staff: _____ 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.

❖ **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 _____ Staff 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 _____ Staff 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 _____ Staff 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. Please see page 2 of the rental packets for cancellation procedures.
_____ 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.
_____ Customer Initials _____ Staff Initials

Customer Signature: _____ Date: _____

Staff Signature: _____ Date: _____