



FACILITY RESERVATION AGREEMENT
CITY OF WEST UNIVERSITY PLACE
PARKS AND RECREATION DEPARTMENT
www.westutx.gov

APPLICANT INFORMATION

Date of Application:

RESIDENT NON-RESIDENT

(Note: Non-Residents can only rent the Community Building or Scout House with a Resident sponsor)

NAME/ORGANIZATION:

ADDRESS:

EMAIL:

HOME #: MOBILE #: BUSINESS #:

SPONSOR INFORMATION (IF APPLICABLE)

RESIDENT SPONSOR NAME:

ADDRESS:

EMAIL:

HOME #: MOBILE #: BUSINESS #:

ROOM(S)/FACILITY REQUEST (Indicate with a check mark)

Community Building 6104 Auden St. Scout House 6108 Edloe St.
Auditorium John Neighbors Activity Room Scout House
Activity Meeting Kitchen

ACTIVITY INFORMATION

DATE(S): TYPE OF ACTIVITY:
START TIME: AM/PM END TIME: AM/PM

Must include set-up and clean-up time. Typically, 30 minutes on the front and back times. Please leave room exactly as you found it.

ESTIMATED ATTENDANCE:

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 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: