

City of Waco
Parks & Recreation Department
FACILITY RENTAL AGREEMENT

Purpose of use _____
 Facility _____ Room _____
 Name _____ DL or ID _____
 Street Address (No PO Boxes) _____
 City _____ State _____ Zip Code _____
 Phone _____ Cell Phone _____ Emer. # _____

Event _____ Date of Event _____ Time of Event _____ Number of People _____

Set up & clean up must be included in reserved time

Will electricity be needed? <small>(Electricity only provided during rental time, where available)</small>	Yes/No	Additional dumpsters/trash cans? Yes/No	
Will alcohol be allowed? <small>(Harrison Center / Cameron Park Clubhouse / Special Events)</small>	Yes/No	Will you have inflatables? <small>(NO STAKES ALLOWED - Inflatables and/or games must be secured with sand bags / Call 709-4837 or 640-0348 to make arrangements for determining allowable placement locations for inflatables at rental site.)</small>	Yes/No

For Emergency Facility Issues on Day of Rental, Contact:

For Cameron Park Clubhouse / Harrison Center / Pavilions & Park Areas 640-8464 if no answer, call 709-6172
 Dewey – Donnell 640-8463 / Bledsoe Miller – Juliett 749-0153 / South Waco – Rebecca 709-2516
 For rental changes or cancellations, call 750-5980

There is absolutely no alcohol allowed at Bledsoe-Miller, South Waco or Dewey Community Centers!!!
***** Notice Concerning Alcohol *****

Waco PD or Sheriff Department must be hired to provide security if alcohol is going to be served at the Clubhouse, Harrison Center, or Special Events. A formal letter on department letterhead is required from the Sheriff's Department stating that they will work the rental and wear the proper attire. The City of Waco Police Department should be asked to provide confirmation by memo or e-mail to the Recreation Superintendent.

Cost: Pavilions - \$200.00 per day: Redwood, Pecan Bottoms, Anniversary, Miss Nellie's, Oscar DuConge, Bledsoe-Miller, South Waco, Northern
 Small Pavilions - \$100.00 per day
 Cameron Park Clubhouse - \$1,000.00 per day + \$250 refundable deposit
 Harrison - \$50/hr + \$100 refundable deposit
 Community Centers - Meeting Rooms \$50/hr + \$100 refundable deposit
 Dewey & South Waco Gyms - \$250/4hr + \$25 each additional hour + \$100 refundable deposit
 Facilities are available for rent between 9:00 a.m. and 12:00 Midnight

Rental Fee _____ Deposit _____ Add'l Fees _____
Payment Method HH# _____
 Check _____ Cash _____ Credit Card _____ Rect. # _____ Res# _____

_____ Renter's Signature	_____ Date
_____ Staff Signature	_____ Date

Please read and initial contract terms on back of sheet —————>

Contract Terms

- Renter must provide proper identification. (Must be 21 years of age or older).
- All rental facilities are non-smoking / Special Event insurance may be required.
- Electricity is limited. Only two electrical appliances per outlet box are allowed. Heavier usage will blow circuit breaker, cut off electricity and it will not be turned back on.
- All equipment must be removed from the site at the conclusion of the event.
- Rental facility stoves may not be used for food preparation.
- No equipment may be staked into the grounds of the rental location and/or parking lot. Inflatables must be secured with sand bags. Renter must meet with Parks staff prior to rental for locating inflatables in park areas. Parks staff can be reached at 709-4837 or 640-0348 to make appointments 7:30 a.m. – 3:30 p.m.
- No items may be nailed, taped, or painted on the walls, ceilings, or windows of the facility.
- Candles or other devices with open flames are not allowed unless enclosed by glass.
- Renter must provide their own extension cords.
- Reservations can be made 12 months in advance.
- Renter cannot charge a fee to enter facility without prior approval from City of Waco Parks & Recreation.
- Reservations are not final until payment is made in full and a contract is signed.
- Refunds will not be given in the case of inclement weather; however, the renter does have the option to reschedule the rental at no charge based on availability. These arrangements need to be made within 14 working days of the original rental date.
- A full refund less a \$25 admin fee will be given if an event is cancelled up to 7 days prior to the rental. **No refunds will be given if an event is cancelled within 7 days of the rental.**
- If a renter has not rescheduled or cancelled their event and does not show up for the rental, renter will forfeit their right to a refund.
- To alter the beginning and/or ending time of the rental or make any other contract changes, renter must bring their copy of the contract back in to the Parks & Recreation office to finalize the change and pay any additional rental fees.
- Indoor facility reservations or changes must be made at least seven (7) days prior to the reservation date.
- Pavilion reservations must be made by 1:00 p.m. on the day before the rental and on Friday by 1:00 p.m. for weekend rentals.
- Renters may request and be granted a rental, but facilities are rented on an “as is” condition basis.
- The City of Waco is not responsible for items and equipment left on the grounds.
- Banners can be displayed during event; but must be removed at completion of event.
- The person making the reservation is responsible for the reservation and should be on site. The renter should keep a copy of the rental contract with him or her at all times.
- Facility must be cleaned, left in proper order and all equipment, cords, banners, vehicles removed at the completion of the rental.
- The City of Waco can provide additional dumpsters and trashcans with extra liners to the renter at an additional cost. One-week notice is required to provide these services.
- Please abide by the rules set-forth concerning the consumption of alcohol in City facilities.
- Pavilion and shelter rentals are for the pavilions/shelters only. Surrounding park areas and their amenities are for public use and are not included in the rental.

I have read and understand above contract terms _____

Renter's Initial

Not complying with above listed Contract Terms or alcohol policy on front will result in loss of deposit.