

Facility Rental Policies

Reservation Regulations:

1. Reservations must be made online or at City Hall during business hours (8A-5P, Monday through Friday) NO LESS than two weeks in advance of the event date, and will be taken on a first come, first serve basis.
2. Reservation requests made less than two weeks in advance are subject to staff availability and must be approved by the Program Coordinator. If approved, the rental must be paid by cash or card only.
3. No reservation is confirmed unless the Renting Party signs both the Rental Agreement Form, Rental Policies, and all fees are paid.
4. Reservations may be made up to 12 months in advance.
5. The rental time block includes arriving, setting up, decorating, hosting the event and cleaning up afterward. The end time on the Rental Agreement Form reflects the time the doors are locked.
6. Failure to vacate a facility in a timely manner will result in a Holdover Fee being charged to the Renting Party.
7. The City reserves the right to cancel any Reservation in the event of unforeseen circumstances and in the public interest. In such an event, notice of cancellation will be given as early as practicable and the deposit and fees paid will be promptly refunded.
8. The Navasota Center is used as a shelter in the event of an emergency (ex: flooding). In such an event, the need for shelter takes priority over a Reservation. The Renting Party will be notified as early as practicable, and may either be refunded all paid fees or work with staff to reschedule the event.

Fees and Deposits:

1. All fees and deposits for a Reservation must be paid by noon on the business day prior to the event. Failure to pay the balance by noon the business day before (Friday for weekend rentals) cancels the Reservation, and forfeits the deposit.
2. Deposits will be applied to the cost of any damage occurring during the Reservation, the cost for staff to remove trash from the facilities and grounds, and the cost for staff to clean up in any capacity should the Renting Party fail to do so.
3. The Renting Party will be charged \$50.00 per day in storage fees for any materials and equipment brought in by the Renting Party, its licensees or its guests that are left after the Reservation time.
4. Any damage to the Renting Facility in excess of the paid Deposit is the personal responsibility of the Renting Party, and will be charged directly to the Renting Party.
5. Rental Fees are subject to change without notice.
6. Cancellations must be made in writing no less than two (2) weeks in advance of the Reservation in order to receive a full refund of all paid fees and deposits.
7. The Deposit will be refunded to the Renting Party – as long as all policies are upheld and no fees accrued – 10 – 12 business days after the event. Checks will be sent out to the address stated on the Rental Agreement Form.
8. A Holdover Fee will be charged to the Renting Party for any amount of time the Renting Party stays beyond the rental time block. This fee will be taken from the Deposit, and a letter will be sent to the Renting Party notifying them of the amount withheld.
9. A separate fee will be charged for the presence of a Security Officer from the Navasota Police Department should a Reservation fall under one of the requirements for a Security Officer on site.
10. Forfeiture of deposit will result for any parties that include alcohol without stating it on the Rental Agreement Form submitted to staff prior to the event, or parties who consume alcohol outside of the time frame stated on the form. Renters may also lose privileges to renting the facility in the future.
11. The Renting Party will lose the Deposit for any party exceeding the maximum occupancy stated on their Rental Agreement form for the specific facility in use.

Usage Policy – General

1. The name, logo, and seal of the City of Navasota, or any portion thereof, may not be used by any organization or individual (ex: invitations, notices, etc.) without written permission from the City.
2. The Renting Party may not use glitter, confetti, silly string, rice, or birdseed at an event, whether inside or outside of a facility or its grounds. Only soap bubbles and flower petals are allowed.
3. Fire codes, as imposed by the City of Navasota, must be met at all times. Failure to comply will result in the Reservation being shut down by staff on site, and forfeiture of the Deposit.
4. Decorations may not be tacked, pinned, taped, stapled or otherwise placed on facility walls, ceilings, windows, furniture or other City Property. Flyers/banners/promotional materials may not be taped to the outside doors or its windows.
5. No animals are allowed inside the facility, except those to assist individuals with disabilities.
6. The Point of Contact on the Rental Agreement Form must be present for the entire duration of the rental time block. This individual is responsible for ensuring all guests remain in the rented portion of the facility throughout the event.
7. Functions that include the serving of alcoholic beverages shall be conducted under the laws of the State of Texas and regulations of the Texas Alcoholic Beverage Commission. If alcohol is provided or consumed, whether by purchase or distribution at an event, staff requires the presence of a Security Officer. A Security Officer will be scheduled by PARD staff at a rate of \$25.00 per hour. The selling of alcohol is prohibited at all City rental facilities. Softball tournaments shall be specially permitted and if alcohol is to be consumed, the Renting Party will shall secure and pay for the cost of a Security Officer who must be in attendance at all times during the tournament play. The Renting Party will be held liable and is responsible for the actions of an intoxicated guest, and the Renting Party shall indemnify and hold the City of Navasota harmless from any and all claims or causes of action resulting from the use of intoxicating beverages at any function. NO GLASS CONTAINERS ARE ALLOWED.
8. A Security Officer must be present at functions meeting any of the following requirements:
 - a. Any event where alcohol is present (softball tournaments, A.H. Pavilion or Bluebonnet Hall ONLY)
 - b. Any event beginning after 5:00 pm on Friday or Saturday.
 - c. Any event ending after 9:00 pm.
 - d. Any dance or party for children or teens

The Program Coordinator will schedule a Security Officer from the Navasota Police Department at a rate of \$25.00 per hour for a minimum of four hours. The Renting Party is responsible to pay the Security Officer the amount in full within the first 15 minutes of the Security Officer's arrival to the event, in cash. Security Officer fees are not included in the paperwork completed at City Hall.

9. Any violation of the Rental Policies will result in forfeiture of deposit and loss of privileges to use the facility.
10. Use of amplified sound equipment at an outdoor facility requires a Sound Amplification Permit to be obtained from the Permits Department at City Hall. Indoor reservations using amplified sound equipment must keep the volume level low enough that it is not heard from outside of the facility.
11. All arrangement for the Reservation, including but not limited to DJ's, bands, sound systems, tents, and deliveries by agents must be approved by the PARD staff in advance of the event date. Delivery of equipment from agents may not take place outside of the rental time block. Failure to do so may result in loss of the Reservation and the Deposit.

Usage Policy – Navasota Center

101 Stadium Drive

Navasota, Texas 77868

Facility Rental Hours:

6:00AM – 10:00PM Sunday – Thursday

6:00AM – 12:00AM Friday – Saturday

1. Smoking is prohibited in the Navasota Center and on the adjacent grounds.
2. A Center Attendant is required at all times during rentals, and will be present during the reservation.
3. Use of Center equipment or furniture must be arranged in advance with the Program Coordinator as part of the Rental Agreement. The Center does not provide furniture for outside rentals.
4. No Center fixtures, furniture, equipment or any other property may be moved, relocated, or rearranged.

5. Vehicle and building entrances and exits must remain clear and accessible at all times. Vehicles may only be parked on the Center's east building ramp for a maximum of 20 minutes for the purpose of loading and unloading.
6. Guests are not allowed to loiter in outdoor spaces of the Center or in common areas shared by other guests.
7. Alcohol use is limited to the Bluebonnet Hall and kitchen.
8. The Renting Party is responsible for cleaning the rented area prior to the end of the rental time block. Staff will provide a broom, dust pan, mop and furnish a clean liner for each trash can. The Renting Party is responsible for ensuring the floors are cleaned, tables and chairs are wiped down, and trash is taken to the dumpster on site.

Usage Policy – August Horst Pavilion

104 Veterans Memorial Drive

Navasota, Texas 77868

Facility Rental Hours:

6:00AM – 10:00PM Sunday – Thursday

6:00AM – 12:00AM Friday – Saturday

1. Renters are responsible to pick up the key for the facility between 8:00 am and 5:00 pm the Friday before their Reservation for any events taking place on the weekend, and by 5:00 pm the day of any event taking place during the week.
2. The Deposit will not be considered for a refund until the Renting Party has returned the key to City Hall.
3. The Rental Party is responsible for taking trash from the pavilion and restrooms to the dumpster located in the parking lot.
4. Any use of bounce houses or other equipment rented by a third party must be approved by PARC staff prior to the event date, and must be removed by the end of the rental time block.
5. Alcohol is limited to the Pavilion, only when stated on the signed Rental Agreement Form and requires the presence of a Security Officer.

Usage Policy – Navasota Municipal Pool

103 Stadium Drive

Navasota, Texas 77868

Facility Rental Hours:

8:00PM – 10:00PM Friday – Saturday

10:00AM – 1:00PM Saturday – Sunday

1. A head lifeguard and lifeguard team are required at all times and will be present during the Reservation.
2. Rental time blocks include set-up, hosting the event, and cleaning up afterward for any event.
3. Cabanas may be rented during Open Swim hours and include the cabana, tables and chairs for the time block stated on the Rental Agreement Form.
4. Guests for Cabana Rentals must pay \$3.00 admission fee prior to entering the pool facility. The Renting Party may pay for their guests, but must do so as the guests enter the facility. No payments will be allowed at the end of the rental time block.
5. All guests of private parties and Cabana Rentals must adhere to the posted facility rules.
6. Private parties must be reserved no less than two weeks in advance of the event date for staffing purposes.
7. Private party Rental Fees include the lifeguards during the event, and admission of the guests.
8. Renters are responsible for removing all trash from the rented area and taking it to the dumpster located at the end of the Navasota Center. The Head Lifeguard will furnish new trash bags at the end of the rental time block.

I have thoroughly reviewed the Renting Policies, understand all of the information as it pertains to me, and agree to uphold the policies during my rental.

Signature

Date