

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 (2) 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 (2) 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.
3. No reservation is confirmed unless the Renting Party signs both the Rental Agreement Form and Rental Policies, and all fees are paid.
4. Reservations may be made up to 12 months in advance.
5. **The rental time block stated on the form includes arriving, setting up, decorating, hosting the event, and cleaning up afterward. The end time reflects when the doors/gates to the facility will be locked.**
6. 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 will be promptly refunded.
7. 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 fees paid or work with staff to reschedule for a later date.
8. **Requests for date or time change must be made two (2) weeks in advance in writing.** Staff will notify the Renting Party if the request is approved as quickly as possible.

FEES AND DEPOSITS

1. **All fees and deposits for a Reservation must be paid by noon the business day prior to the event. Failure to pay the remaining balance by that time 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. Less than two weeks' notice may result in loss of deposit.**
7. The Deposit will be refunded to the Renting Party – as long as all policies are upheld and no fees accrued – by mail 10 – 12 business days after the event.
8. **A Holdover Fee will be charged to the Renting Party for any amount of time the Renting Party stays beyond the stated rental time block.** This fee will be taken from the Deposit, and a letter will be sent to the Renting Party notifying him or her of the amount withheld.
9. **A separate fee is charged for the presence of a Security Officer and is \$25.00/hour, minimum of four (4) hours required. Rental Party will pay the Security Officer in cash upon arrival.**
10. Forfeiture of deposit will result for any parties that include alcohol without stating it on the Rental

Agreement Form, or for parties where alcohol is consumed outside of the time frame stated on the form. The Renting Party may also lose privileges to renting the facility in the future.

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, 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 event 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.**
5. Flyers/banners/promotional materials may not be taped to the outside doors or windows.
6. No animals are allowed inside the facility, except those to assist individuals with disabilities.
7. The person stated 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.
8. 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. The Security Officer will be scheduled by PARD staff. **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 shall secure and pay for the cost of a Security Officer, who must be in attendance at all time 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.
9. **A Security Officer must be present at functions that meet any of the following requirements:**
 - a. **Any event where alcohol is present** (Bluebonnet Hall and A.H. Pavilion only)
 - b. **Any event beginning after 5PM on Friday or Saturday evening**
 - c. **Any event ending after 9PM**
 - d. **Any dance or party for children or teens**
10. Any violation of the Rental Policies will result in forfeiture of deposit and loss of privileges to use the facility.
11. All arrangements 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. Failure to do so may result in loss of the Reservation and Deposit.

USAGE POLICY – NAVASOTA CENTER

1. Smoking is prohibited in the Navasota Center and on the adjacent grounds.
2. A Center Attendant is required to be on site during all rentals, and will unlock the facility at the event start time.
3. Use of Center equipment or furniture must be arranged in advance with the Program Coordinator as part of the Rental Agreement. The City does not provide furniture for outside rentals.
4. No Center fixtures, furniture, equipment or any other property may be moved or relocated.
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, and must be stated on the signed Rental Agreement Form. Alcohol includes wine, beer, champagne, liquor, spirits, etc. NO GLASS CONTAINERS ALLOWED.
8. Use of sound amplification equipment is permitted, however, volume must not disturb other rentals, and cannot be heard outside of the facility.
9. The Renting Party is responsible for cleaning the rented facility prior to the end of the rental time block. Staff on site will provide a checklist and cleaning supplies.

USAGE POLICY – AUGUST HORST PAVILION

1. The Renting Party must pick up a key to the facility before 5P the last business day prior to the event date.
2. The Deposit will not be considered for a refund until the Renting Party returns 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. The City does not provide cleaning supplies at the facility to assist in required cleaning.
5. Any use of bounce houses or other equipment rented by a third party must be approved by PARD staff prior to the event date, and must be removed by the end of the rental time block.
6. Alcohol is permitted when stated on the Rental Agreement Form, and requires the presence of a Security Officer.
7. The City does not provide water or electric at the facility.
8. Use of amplified sound equipment is permitted, and requires a Sound Amplification Permit to be obtained from the Permits Department at City Hall prior to the event date.

USAGE POLICY – KETCHUM PARK AND BRULE PARK

1. Parks do not include water, electric or restrooms.
2. The rental time block reserves exclusive use of the park for the Renting Party.
3. The Renting Party is responsible for ensuring all trash from the event is cleaned. Trash cans are

provided on site. USAGE POLICY – NAVASOTA MUNICIPAL POOL

1. The Renting Party is responsible for ensuring all guests adhere to the posted facility rules and respect the lifeguards on duty.
2. The Renting Party is responsible for removing trash at the end of the rental time block, whether private party or cabana rental, and taking it to the dumpster located by the Navasota Center.
3. Food is permitted within the pool facility, but must stay at the tables. NO GLASS CONTAINERS.
4. All Fees and Deposits and General Usage Policies contained herein apply to pool rentals.
5. Alcohol is not permitted.
6. Private parties are limited to Friday and Saturday evening 8P to 10P or Saturday and Sunday mornings 10A to 12P or 11A to 1P.
7. Cabana rentals take place during Open Swim hours. The pool remains open to the public, and swimmers must pay \$3 entry fee. Cabana rentals only include reserving the tables and chair under the specified cabana.