

City of Katy Parks and Recreation Department Facility Rental Agreement



Facility	Date	Time
_____	_____	_____
_____	_____	_____
_____	_____	_____

Applicant Name _____

Address _____

City _____ Zip Code _____

Phone Number _____ Alternate Number _____

Email Address _____

Type of Event _____

Number of Attendees _____

Inflatable Attractions _____

It is hereby agreed that the Applicant by this liability agreement:

1. Has read and fully understands the City of Katy Parks and Recreation Department Reservation and Facilities Policies.
2. Shall be responsible for any damages to indicated park facility, or for the loss or damage to any fixture or other equipment.
3. Shall assume all responsibility to supervise and control the behavior of all participants and/or spectators at the indicated activity.
4. Shall agree that the Parks and Recreation Department of the City of Katy is not responsible for loss, damage, and/or injury which might be sustained; or become liable for any person or persons during the use of indicated facility.
5. **ALCOHOL IS PROHIBITED.** If alcohol is served, consumed, or sold the function will be terminated immediately by the Katy Police Department and the Applicant will be held responsible for any applicable fees, and ineligible to rent City facilities in the future. All deposits will may be retained if alcohol is found to have been present at any functions.
6. Applicant understands the cancellation policy and is aware that **NO FULL** refunds are given for cancelled events. If a change or cancellation occurs, the City of Katy will retain the posted deposit, but refund the initial rental and cleaning fee charges. Cancellations or changes must be completed thirty (30) days prior to the scheduled use by a personal visit to the Parks and Recreation office, with a written request to cancel. **NO REFUND** at all will be made to cancellations made within nine (9) business days of the start of the scheduled function. No exceptions will be made. **NO CANCELLATIONS OR CHANGES WILL BE ACCEPTED VIA PHONE OR FAX.** (Please reference City Reservation and Facility Policies manual for ball field cancellation policy, Sec. XVII.)

Applicant's Signature _____ Date _____