

The seal of the City of Katy, Texas, is a circular emblem. It features a central five-pointed star. The words "CITY OF KATY" are written in a circular path around the top of the star, and "HUB CITY OF THREE COUNTIES" is written around the bottom. Below the star, the word "TEXAS" is written in a larger font. The seal is rendered in a light red or pink color.

# City of Katy

## Parks & Recreation Department **RESERVATION AND FACILITY POLICIES**

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Reservation Hours: Monday – Friday 8:00 a.m to 4:00p.m

Office Hours: Monday – Friday 8:00 a.m to 5:00p.m

Main Parks Office: (281) 391-4840

Fax: (281) 391-4017

5718 Second Street

Katy, Texas 77493

[www.cityofkaty.com](http://www.cityofkaty.com)

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City of Katy Railroad Park – (Depot/Visitor’s Center)-5615 1<sup>st</sup> St.

Harvest Plaza-5701 3<sup>rd</sup> St.

Heritage Park-5990 George Bush Drive

Karankawa Park-Corner of 2<sup>nd</sup> St. & Ave. B

Katy City Park, Sports Park & Facilities-Corner of Ave D & Franz Rd.

Katy Play Station- -5611 Gardenia

Katy City Park Bldg. #3-2046 Katy City Park Rd.

Katy Off-Leash Dog Park-5414 Franz Rd.

Thomas Park & Gazebo-5919 1/2 4<sup>th</sup> St.

V.F.W Park, Pavilion & Hall-6202 George Bush Drive

Woodland Community Center, Park & Pavilion-443 Danover

## **RESERVATION AND FACILITY USE POLICIES**

The City of Katy Parks and Recreation department strives to provide parks and facilities for a variety of uses within the city limits of Katy. To ensure the satisfaction and success of these parks and facilities, the City has developed a facility use policy that provides a detailed and prioritized agreement of terms and rental rates for any city resident, non-profit group or non-city resident who is renting the facilities.

Applicants reserving City of Katy Parks and Recreation facilities agree to abide by the following policies:

### **SECTION I. DEFINITIONS:**

- I.1 **City:** Refers to the City of Katy
- I.2 **City Council:** refers to the City Council of Katy, Texas
- I.3 **Department:** refers to the City of Katy Parks and Recreation Department
- I.4 **Applicant:** may be referred to as user, client, renter, and customer and means the person completing the rental application, must be older than the age of 21.
- I.5 **Nonprofit Organization:** shall be considered a nonprofit organization if they are currently recognized as exempt from federal income taxes under section 501(c) (3) of the Internal Revenue Code (IRC) or meets the requirements of the Nonprofit Organizations Policy.
- I.6 **Resident:** A person, business or organization that resides within the city limits of Katy. In some cases, proof of residency within the defined area will be required by city water bill.
- I.7 **Community Building:** Any enclosed building facility maintained by the Parks and Recreation Department, - VFW Hall, Woodsland Community Center, Katy City Park Building #3.

### **SECTION II. ELIGIBILITY**

- II.1 Applicants must be **21** years of age or older
- II.2 The person signing the application must also be the individual to sign the (personal check) method of payment, handle all transactions, inquires and changes. NO team, business, organization or third party checks will be accepted, nor will individuals be able to make changes or reservations.
- II.3 The City of Katy will **not** mail applications or accept phone or fax reservations. Reservations requiring fees and deposits must be paid in person and in complete fullness before any reservation date is accepted. A photo ID, such as a Texas driver's license will need to accompany the reservation as proof of residency.
- II.4 Use of facilities for retail businesses, carnivals, flea markets, childcare groups for daycare or nursery use and non-city recreation classes is not permitted. Any funds arising from sale of items, entry fees or other financial contributions must go 100% towards a nonprofit organization.
- II.5 The applicant is required to be present at the facility and available to City personnel during the entire course of the event for which the applicant made the reservation. If the applicant is not at the function the event will be cancelled and all attendees will be required to leave.
- II.6 Applicants using reservation facilities shall comply with all city ordinances and Federal and State Laws. As in accordance with City fire codes, all exits and doorways must remain clear and unlocked during functions, and access to hallways and all fire extinguishers shall remain clear. All marked fire lanes will be kept open at all times; please do not park in these areas. Applicant agrees to abide by the posted maximum capacities at each facility.
- II.7 No group or individual will be allowed to rent any city facility for a long duration or consecutive weekly basis.

- II.8 **ALCOHOL, TOBACCO and GAMBLING** are strictly prohibited in community facilities and parks. Violators will be prosecuted and denied a refund of deposits.
- II.9 At no time shall a reserving party sublease or assign its reservation to another group or organization. Nor shall the use of the building be for any purpose other than what was stated on the application.
- II.10 **MOONWALKS-** A certificate of liability **MUST** be faxed or delivered to the City of Katy parks and recreation department within 14 days of the scheduled function or else applicant will lose all moonwalk privileges at the designated event. Such liability certificate must list City of Katy as certificate holder at 910 Avenue C, Katy, Texas 77493. Commercial liability must read a minimum of a million dollars (\$1,000,000.00). Under descriptions, the appropriate functions must be listed and described such as types of rides, moonwalks, etc., placement of rides and date of scheduled function.
- II.11 Applicant must have proof of receipt and parks permit pass (Parks Household picture ID) on hand to be released a key to the facility and at all times during the reservation. **NO EXCEPTIONS WILL BE MADE.**

**SECTION III. RESERVATION PROCEDURE**

- III.1 Facilities are available for use daily including the following governmental holidays which are observed by the City of Katy: Good Friday, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas and New Year's Day
- III.2 Facility reservations are on a first come, first serve basis. **NO** reservations will be taken over the phone, by mail or through fax.
- III.3 Rental Times:  
 VFWHall: 7:00a.m to 1:00 a.m.  
 VFWPavilion: Dawn to Dusk  
 Woodsland Community Center: 7:00a.m to 1:00 a.m  
 Woodsland Park Pavilion: Dawn to Dusk  
 Katy City Park Building #3: 7:00a.m to 1:00 a.m  
 Thomas Park Gazebo: Dawn to Dusk  
 Katy City Park Ball fields: 8:00a.m to 11:00p.m
- III.4 Programs conducted by the City will be given priority at all times, and the City reserves the right to change or cancel any reservation that may conflict with a City sponsored event or program.

**SECTION IV. PAYMENT OF FEES AND DEPOSITS**

- IV.1 All fees are due upfront and in full before any reservations are made and confirmed.
- IV.2 Fees are calculated on an hourly scale, with the exception to Katy City Park Building #3 which is a daily rental.
- IV.3 No team, business, organization or third party checks will be accepted. The signature on the application must match that on the method of payment.
- IV.4 The City of Katy accepts only cash, personal checks and money orders.
- IV.5 The City of Katy reserves the right to deem deposits non-refundable for those not abiding by the reservation and facilities policies.

**SECTION V. SECURITY DEPOSIT**

- V.1 To reserve a facility, a security deposit must accompany the rental application. The rental and security charges will be forfeited from the security deposit if the applicant cancels without 30 days notice, does not show up, or does not comply with facility use policies. Cancellations must be received in our office in the form of letter or person; no phone calls will be accepted.

- V.2 The security deposit shall be used to repair, replace or compensate for any property of the center which is damaged or missing as a result of use by the applicant. It shall also be used to compensate for 1.5 times the regular minimum rate of rental and security time established on the accompanying fee schedules if the applicant does not show. An additional charge will be billed to the user if damages exceed the security deposit.
- V.3 The applicant will be held responsible for their guests regarding damage to facility, property, and behavior, following the rules and regulations of the Parks and Recreation Department.
- V.4 All deposits will be refunded approximately one month following the function provided the facility was cleaned and absent any damage.
- V.5 The City of Katy reserves the right to increase fees, deposits or deny an application based on the applicants past rental history such as damaging city property, non-payment and not following City rules and regulations.

#### **SECTION VI. CITY PROPERTY**

- VI.1 Applicants shall familiarize themselves with the facility and available equipment before making an application.
- VI.2 The City of Katy will not be responsible for any equipment that is not the property for the City of Katy during reserved usage.
- VI.3 No unauthorized person or persons will be allowed to open and or close any facilities. Partitions in community center facilities may not be opened unless the applicant has reserved, and paid in full for the usage of both sides of the facility.
- VI.4 Applicants assume liability for the cost of repairing damage to city property or equipment.
- VI.5 The City reserves the right to require applicants, when it is deemed necessary, to provide public liability and/or property damage insurance and any other coverage to protect the property of the City of Katy.
- VI.6 Tablecloths are required to be used on all tables. Damage to tables will result in a forfeiture of the security deposit and additional costs to replace or repair those damaged. Tables are inspected after the end of each function

#### **SECTION VII. PERSONAL PROPERTY**

- VII.1 Each center has a variety of tables, chairs and other equipment for your use. None of the equipment may be taken out of these facilities for any reason. Renters will be liable for any equipment missing as a result of the renter's use whether the renter actually removed the equipment or not.
- VII.2 In the event the facility doesn't have an adequate number of tables, chairs or other items suitable for the applicant's needs, such items shall be rented at the applicant's expense from an external source. The City of Katy is in no manner liable or responsible for personal property or rented items.
- VII.3 Lost items and damages- The City is not responsible for lost, damaged and/or misplaced personal property placed in or on its facilities or grounds. The renter for up to one (1) week after the event may claim any items that remain.
- VII.4 No equipment may be brought into the facilities without the approval of the Director of Parks and Recreation or his/her designee.
- VII.5 Storage- Applicants are not allowed to store equipment or supplies at the facilities other than during the hours that are specified on the application unless arrangements are made in advance with the department upon availability. Additional rental rates will apply for additional storage hours.

#### **SECTION VIII. EVENT SECURITY**

- VIII.1 Applicants agree to comply with all City ordinances. ALCOHOL IS PROHIBITED in all City parks, pavilions and community centers. Violators will be prosecuted and deposits deemed nonrefundable.
- VIII.2 The City requires a City of Katy police officer(s) for any and all functions.
- VIII.3 All functions will be required to have at least two uniformed Katy police officer at the expense of the applicant. The City of Katy reserves the right to require additional Katy police officers, paid by the applicant; if it is determined there is an additional security need. Applicant must contact City of Katy Police Department for pricing and to set up the event at (281) 391-4848.
- VIII.4 If additional police officers are called out due to a disturbance or having more attendees than on the application, the applicant will be charged for the extra police officer(s) at a rate equal to 1.5 times their regular hourly rate.
- VIII.5 Groups comprised of persons eighteen (18) years of age or younger must have at least on (1) adult chaperone for every ten (10) guests. Chaperones must be 21 years of age or older and chaperones must be present through the duration of the function, set up and clean up time included.

### SECTION IX. SET-UP

- IX.1 It is the responsibility of the applicant to set up the tables, chairs and any other necessary items for an event scheduled for reserved use. The amount of time needed to set up, hold the function and clean up shall be included in the amount of time scheduled for the event and shall be charged to the applicant at the rate set forth under the fee schedule.
- IX.2 Applicants are solely liable for the building and must secure the building and its equipment at all times during the reserved time. All property missing during this time will be charge to the reserving party. The applicant must be present and available during the entire rental period.
- IX.3 Applicants renting the facility are limited to the hours specified on their application. Billing will begin at the time the applicant picks up the key and returns it to the Katy Police Station. Applicants exceeding their designated rental time will be charged a rate equal to one times their regular minimum hourly rate.
- IX.4 Any use of the facility the day prior to a function or following a function will be billed at the same hourly rental rate continuously.
- IX.5 Stacks of chairs are to be moved by chair dollies if provided.
- IX.6 Electrical outlets are 110 volt only.
- IX.7 When arranging for *Bands* or *DJ's* please be advised that SMOKE, BUBBLE, and FOAM MACHINES ARE PROHIBITED.
- IX.8 No person shall bring in to or use an **open flame, flame producing device**, or any **flammable or combustible material**, such as candles, incense, tea lights, charcoal, etc. Sterno heating elements are permitted.
- IX.9 Decorations MAY NOT be secured to the walls in the VFW HALL or WOODSLANDS. Long straight pins, nails, and staples are PROHIBITTED. Only tape is allowed at these facilities. No decorations will be attached or hung from the ceiling or light fixtures at any building. All decorative material must be flameproof. As in accordance with City fire codes, all exits and doorways must remain clear.
- IX.10 The uses of any flammable material, RICE, CONFETTI, BIRDSEED, GLITTER or similar small objects are PROHIBITED in community centers.
- IX.11 User shall not post, exhibit or allow to be posted or exhibited, any sign, advertisements, show bills, lithographs, posters or cards of description, inside or outside on any part of the building, except as authorized by the Director of Parks and Recreation Department. User shall not be permitted to nail or tack materials to any part of the center.

## **SECTION X. ALCOHOLIC BEVERAGES**

- X.1 ALCOHOL IS PROHIBITED IN ALL PARKS, PAVILIONS AND COMMUNITY CENTERS. VIOLATORS WILL BE PROSECUTED AND DEPOSITS DEEMED NONREFUNDABLE.
- X.2 Persons visibly under the influence of drugs or intoxicated may be asked to leave the premises or surrounding areas, and deposits will be deemed nonrefundable.

## **SECTION XI. CLEAN UP**

- XI.1 The applicants cleaning responsibilities include: dispose of garbage in community center and parking lot into dumpster, remove all decorations including tape used, clean all tables and kitchen and dispose of any materials left inside refrigerators, or on stove area, and otherwise return the building and grounds to the condition they were in before the applicant's rental period. Applicants who do not properly follow their responsibilities of clean up will be charged from their initial security deposit.
- XI.2 Trash bags, toilet paper, paper towels, liquid soap and cleaners are provided at Community center locations.
- XI.3 Trash cans are provided for trash purposes only. Please use your own containers for beverages.

## **SECTION XII. CHANGES OR CANCELLATIONS**

- XII.1 NO FULL refund to changes or cancellations will be given. If a change or cancellation occurs, the City of Katy will retain the posted deposit, but refund the initial hall hourly rental and cleaning fees charged, BUT cancellations or changes must be completed thirty (30) days prior to the scheduled use by personal visit to reservations office, with a written request to cancellation. NO REFUND at all will be made to cancellations within 15 business days of the scheduled function. No exceptions will be made. NO CANCELLATIONS OR CHANGES WILL BE ACCEPTED BY FAX OR PHONE.
- XII.2 Rental cancellations made less than 15 days of the reservation will forfeit ALL relevant fees. NO EXCEPTIONS will be granted.
- XII.3 The staff of the Parks and Recreation Department reserves the right to reassign rooms or center in order to better facilitate the ratio of room size to group size. Every effort will be made by the City's representative to avoid canceling any confirmed reservation. However, in the event of an emergency or extreme situation beyond the control of the City's representative, a confirmed reservation(s) may have to be rescheduled. All groups shall be aware of this possibility. Should a reservation be canceled for these reasons, it may be rescheduled.

## **SECTION XIII. EMERGENCIES**

- XIII.1 In case of emergencies during the use of the community centers, including but not limited to: plumbing problems, power failure and air conditioning problems, the applicant shall contact the Parks office at (281) 391-4840. After business hours, please contact City of Katy police dispatch at (281) 391-4848.
- XIII.2 If the staff is called out to respond to an emergency that is not the fault or responsibility of the City, (this included pulling of fire alarms in a non-emergency situation) the applicant will be billed a minimum of \$65.00 for the first hour with a charge of \$33.00 per hour thereafter for services rendered.

## **SECTION XIV. SPORTS FACILITIES RENTAL**

- XIV.1 The fees and deposits must accompany reservation in order to reserve the date requested.
- XIV.2 RESERVATIONS ARE MADE ON A WEEK-TO-WEEK BASIS. (Tournament applicants are subject to an additional set of guidelines as listed below.) Applicants must appear in person in Parks and Recreation office to make reservations. No phone or fax reservations

will be accepted. The individual making the reservations must be the same individual who signs the PERSONAL check submitted for reservation and deposit fees and whom is the sole responsible party for the group or team. NO EXCEPTIONS WILL BE MADE.

- XIV.3 Deposits will be refunded upon the following conditions being met: the area had been thoroughly cleaned, including the parking lots and all trash barrels emptied into the dumpster, the facilities have not been abused and fields have been returned into their original condition.
- XIV.4 After use of any ball field, the restroom key must be returned to the Katy Police Department. In the event the key is not returned, the applicant will be held charged for the time until key is returned.
- XIV.5 NO REFUNDS WILL BE MADE. Rainout dates will be rescheduled within THE CALENDAR YEAR. Rainouts are determined by playable conditions and if any other teams utilized the fields during the hours of questionable weather conditions. All rented teams/fields must have unanimously, yet independently, made judgment calls on the playability of the fields. If one team deems the fields playable, rainout reschedules are not issued.
- XIV.6 Glass bottles are not allowed in any of the Katy City Parks.
- XIV.7 Parking is permitted in designated areas only. No vehicles are allowed off paved areas surrounding the fields.
- XIV.8 No team or coach will be allowed to make cosmetic alterations to field, i.e., stripping of fields, leveling of dirt, pitching mound changes, without the approval of the Parks and Recreation Director or his/her designee. If done without prior approval deposits will be deemed NON refundable.
- XIV.9 **NO TEAM CHECKS** will be accepted to reserve any City of Katy athletic field.
- XIV.10 Once an applicant, team, or organization submits payment for ongoing reservations, in NO case will that deposit be available for use by any other individual other than that of who originally made the payment transaction, and initially signed the reservation agreement as the sole responsibility holder.
- XIV.11 Reservation times for athletic field rental run in hourly increment limits:  
**DAYTIME:** 8:00a.m to 6:00p.m (hourly rentals)  
**EVENING:** 6:00p.m to 12:00p.m (hourly rentals)  
In the event an applicant picks up the key prior to their designated reservation term, the City of Katy reserves the right to bill the applicant an additional term fee equal to that of which they have previously paid and deem the applicant's deposit non refundable. Lights are electronically set to turn on either at dusk or 6:00 p.m.
- XIV.12 Katy City Park athletic facilities are for the sole use of recreation and practice facilities. Those wishing to use the facilities for tournament purposes must abide by tournament regulations.
- XIV.13 PROGRAMS CONDUCTED BY THE CITY OF KATY WILL BE GIVEN PRIORITY AT ALL TIMES, AND THE CITY RESERVES THE RIGHT TO CHANGE OR CANCEL ANY RESERVATIONS THAT MAY CONFLICT WITH A CITY SPONSORED EVENT OR PROGRAM
- XIV.14 NO ALCOHOLIC BEVERAGES WILL BE ALLOWED IN ANY OF THE CITY OF KATY PARKS OR FIELD. VIOLATORS WILL BE PROSECUTED AND DEPOSITS DEEMED NON REFUNDABLE.

#### **SECTION XV. SPORTS FACILITIES TOURNAMENT RENTAL (Baseball/Softball)**

- XV.1 The fees and deposits must accompany reservation in order to reserve the date(s) requested.
- XV.2 All scheduled tournaments must be approved by the Director of Parks & Recreation and must show proof as an authorized designee or administrator of an organized sports organization.

- XV.3 TOURNAMENT RESERVATIONS ARE MADE NO MORE THAN TWO MONTHS IN ADVANCED OF REQUESTED DATE(S). Applicant will agree to pay a tournament rental fee of \$60.00 per week rented prior to tournament date in addition to applicable rental rates and deposits per field used. A Maximum of only 8 weeks in advanced will be allowed by the City of Katy.  
(EXAMPLE: If tournament is scheduled three weeks in advance of tournament date, designee will pay \$180.00, \$60.00 per each week in advanced rented.)
- XV.4 Applicants renting for the tournament must be on grounds at all times and are the responsible party for the tournament.
- XV.5 Applicants are responsible for tournament clean up and disposal of all trash from receptacles into the dumpster area located at the park.
- XV.6 Applicants need to make cosmetic field modification during tournament play must meet with and have approval from the Director of Parks and Recreation.
- XV.7. No team, organization or league may sell any sort of concessions on City of Katy Facilities. In the event a large tournament takes place, the City of Katy will provide their independent concessionaire at an additional tournament charge.

#### **SECTION XV.1. SPORTS FACILITIES TENNIS COURTS & LEAGUE RENTAL**

- XV1.1. The fees and deposits must accompany reservation in order to reserve the date(s) requested.
- XV1.2 All scheduled tournaments and leagues must be approved by the Director of Parks & Recreation and must show proof as an authorized designee or administrator of an organized sports organization.
- XV1.3 LEAGUE AND TOURNAMENT RESERVATIONS ARE MADE NO MORE THAN THREE MONTHS IN ADVANCED OF REQUESTED DATE(S). Applicant will agree to pay a league reservation fee per season dependant on day or night use of courts and a \$100.00 annual refundable security deposit. Teams consisting of at least one city resident will be considered "residents" while all others as "non residents". Proof of residency by water bill or tax statement must be shown at time of registration. Teams playing from the hours of 8:00 am to 6:00 pm requiring no sport lighting will register as "day" leagues, while those playing after 6:00 pm will be "night" leagues. Resident teams playing in day leagues will be charged \$50.00 per season while Non Resident teams playing in night leagues will be charged \$75.00 per season. Resident teams playing in night leagues will be charged \$75.00 while Non Resident teams in night leagues will be charged \$100.00. Reserving your team for a day or night league guarantees your court availability on designated days. Otherwise the tennis facility is a first come, first serve.