

City of Katy Parks and Recreation Department  
Facility Rental Agreement



Facility or Field	Date(s)	Time

Applicant Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Primary Contact Number \_\_\_\_\_ Alternate Number \_\_\_\_\_

Date of Birth (required for rental program): \_\_\_\_\_

Email Address \_\_\_\_\_

Type of Event \_\_\_\_\_

Number of Attendees (if renting a building or pavilion) \_\_\_\_\_

Inflatable Attractions (if renting a building or pavilion) \_\_\_\_\_

**The Applicant here by acknowledges and agrees to this liability agreement:**

1. Applicant has read and fully understands the City of Katy Parks and Recreation Department Reservation and Facilities Policies, and agrees to adhere to said policies throughout their rental(s).
2. Applicant shall be responsible for any damages to indicated park facility, or for the loss or damage to any fixture or other equipment.
3. Applicant agrees and releases the City of Katy, the Parks and Recreation Department of the City of Katy, its staff, volunteers, sponsors and any partners/associates from any and all claims, damages, losses, injury and/or expenses which might be sustained; or become liable for any person or persons during the use of indicated facility.
4. Applicant shall assume all responsibility to supervise and control the behavior of all participants and/or spectators at the indicated activity and will be in attendance for the complete duration of the rental(s) and park 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. No full refund to changes of cancellations will be given, apart from instances of inclement weather. If a change or cancellation occurs within 14 days of the beginning of the rental period, the City will retain all the rental fees. Cancellations or changes more than 14 days prior to the beginning of the rental period will incur a 10% administrative fee. All changes or cancellations must be requested in writing and presented in person at the Parks and Recreation Department or by email.
7. For applicants renting fields: Applicants may make changes or cancel a reservation at any time in person or by email, but no refunds will be given. Cancellation and rainout dates can be rescheduled for a future date during the current rental period.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_