

# Community Services Division

## Parks and Recreation Department

### Facilities Rental Agreement

Contact Information			
Organization/Club:		Email:	
Contact Person:		WK Phone:	
Mailing Address:		HM Phone:	
City:	State:	Zip:	FAX Phone:

Event Information	
Event:	
Date (s):	Approximate number of people expected:
Facility Set-up Date & Time:	End Time:
Event Date & Time:	End Time:
Admission Charge (    ) Yes (    ) No      If Yes, List Price:	

Facilities Information
Facility (ies) Needed:
Equipment Needed:
Additional Information or Comments:

Small Pavilion (58' x 100')

Large Pavilion (75' x 204')

Recreation Hall (55' x 100')

## Rental Regulations

**RENTAL AGREEMENT FORM MUST BE COMPLETED AND SUBMITTED FOR APPROVAL 14 DAYS BEFORE YOUR EVENT.**

Reservations are taken from 8 a.m. to 5 p.m. Monday through Friday at the Stephenville Recreation Hall or City Hall.

Reservations are not confirmed until approved by the Director of Community Services. Reservations are on a first come-first served basis.

Facilities are available from 8:00 am – 12:00 midnight. Stephenville Parks and Recreation Department programs are given scheduling priority.

Certain events may necessitate additional city staff or security for the duration of an event. Staffing levels and associated fees will be determined by the Director of Community Services.

The consumption, serving and/or selling of alcoholic beverages is not permitted.

Admission fees or ticket sales must be approved in advance.

## Rental Contract

*I have read and understand this policy.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Approved By*

\_\_\_\_\_  
*Date*

## Rental Fees

Facility/Equipment	Daily Charge	Number of Days	Amount
<b>Sub Total</b>			
<b>Set-up/Clean up fees</b>			
<b>Deposit (Date: _____)</b>			
<b>Total Amount Due</b>			