



Pasadena Parks
& Recreation

Pasadena Parks and Recreation Facility Rental Application

The vision of Pasadena Parks and Recreation Department is to provide a healthy, thriving, and connected Pasadena where welcoming parks and quality programs ensure that everyone has a place to belong, be active, and enjoy nature.

RENTER INFORMATION			
First Name		Last Name	
Date of Birth		Phone Number	
Email Address			
Address			
RESERVATION INFORMATION			
Facility Requested		Anticipated Guests	
Date(s) Requested		Times Requested	Start: _____ AM / PM End: _____ AM / PM
Type of Function		Are tables and chairs needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
TERMS AND CONDITIONS			
<ol style="list-style-type: none"> 1. Any changes to the reservation must be made 7-10 business days prior to the reservation. 2. Opening/Closing of Facility – Renter is to be at facility at start time. PARD staff will not open facility earlier than 15 minutes prior to start time. PARD staff will not wait longer than 15 minutes after designated start time. All activities must conclude and the facility vacated by designated end time. It is the responsibility of the renter to notify PARD if they wish to terminate activity earlier than scheduled. Building shall never be left unattended during rental times. If there are any issues with HVAC, plumbing, or electrical, please call 713-477-1511 and request that you be directed to Parks/Rec. 3. The rental of the facility does not include any kitchen area or any other area besides the area that is rented. 4. At the conclusion of the reservation, building must be clean and in same condition that it was found in. Floors must be mopped and swept, trash must be deposited in outside garbage receptacles, tables/chair must be folded and placed back in storage area, and restrooms must be in clean condition. Closing inspection is required. 5. Tables/Chairs – Renter may only use the tables and chairs provided at the facility. If food, liquids, or paint are involved, tablecloths must be provided. 6. No alcoholic beverages are allowed in facility, parking area, or on City grounds (Ordinance Sec. 24-8). Violation may result in fine of \$100-\$500. 7. No smoking in any enclosed City facilities (Ordinance Sec. 15-189). 8. Music volume is to be kept at a moderate level (Ordinance Sec. 20-1). 9. Decorations may be applied to walls using adhesive/mounting putty. No tape or push pins are allowed. 10. The use of microwaves or propane gas is prohibited. 11. Do not adjust thermostat. 12. Vehicles are not allowed on grass or sidewalks. The parking lot is for entire park, not just the reservation. Extra tables/chairs are not permitted. 13. Inflatable/Entertainment Attractions - General Liability insurance must be provided if using any inflatable or entertainment attractions prior to the reservation. Failure to provide will result in removal of any attractions. Attractions can not be put under a pavilion or inside any facilities. Attraction must have a generator and can not be connected into outlet. The certificate of liability insurance must list City of Pasadena as additionally insured and have a minimum \$1,000,000 General Aggregate Limit. 14. PARD staff shall be allowed to enter facility at any time during reservation. Renter may be asked to correct any violations or be asked to terminate rental and vacate premises. 15. During rental period, renter may be evicted from facility if renter fails to correct any violation of a rule/regulation/law or any reason that affects health safety, and welfare of the renter, its guests, or the general public. Police may be called if renter fails to comply. 16. All fees and deposits must be paid at time of reservation <ol style="list-style-type: none"> a. Please allow 7-8 weeks for the deposit refund to be mailed to you b. Portions or the full deposit may be forfeited if any of the aforementioned terms and conditions are violated or if there is any damage to city property. c. Facility rental fees will not be refunded if the renter fails to inform Parks & Recreation of their desire to cancel with at least two (2) weeks' notice prior to reservation. 			
ACKNOWLEDGEMENT			
<input type="checkbox"/> By checking the box, I acknowledge that I must provide a copy of liability insurance for any inflatable/entertainment attractions.			
I have read and understand the terms and conditions of renting a facility. I agree to abide by all such terms and conditions.			
Signature of Renter _____		Date _____	

PARTICIPANT RELEASE & WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

PLEASE READ CAREFULLY. THIS DOCUMENT AFFECTS YOUR LEGAL RIGHTS AND IS LEGALLY BINDING.

ASSUMPTION OF RISK

I acknowledge and agree that any use of The City of Pasadena Texas facilities, services, equipment and premises ("Facilities") and any participation in The City of Pasadena Texas programs and activities, in person or on the internet, ("Programs") comes with inherent risks including, but in no way limited to: (1) moderate and severe personal injury, (2) property damage, (3) disability, (4) death, and (5) sickness or disease. I voluntarily accept and assume full responsibility for these risks as well as any and all other risks of the use of Facilities and participation in Programs. I agree that I have full knowledge of the nature and extent of all such risks and am not relying on all such risks being described in this document.

WAIVER, RELEASE, INDEMNIFICATION & COVENANT NOT TO SUE

IN CONSIDERATION OF THE USE OF FACILITIES AND PARTICIPATION IN PROGRAMS I, THE UNDERSIGNED, AGREE THAT THE CITY OF PASADENA TEXAS, IT'S OFFICERS, DIRECTORS, AGENTS, EMPLOYEES, VOLUNTEERS, INSURERS AND REPRESENTATIVES ("RELEASEES") WILL NOT BE LIABLE FOR ANY PERSONAL INJURY, PROPERTY DAMAGE, DISABILITY, DEATH, SICKNESS OR DISEASE INCURRED BY MYSELF, MY FAMILY MEMBERS, DEPENDENTS, OR GUESTS, INCLUDING MINORS, HOWEVER OCCURRING INCLUDING, BUT NOT LIMITED TO THE NEGLIGENCE OF RELEASEES. I UNDERSTAND THAT I WILL BE SOLELY RESPONSIBLE FOR ANY LOSS OR DAMAGE, INCLUDING PERSONAL INJURY, PROPERTY DAMAGE, DISABILITY, DEATH, SICKNESS OR DISEASE SUSTAINED FROM THE USE OF FACILITIES AND PARTICIPATION IN PROGRAMS.

I FURTHER AGREE, ON BEHALF OF MYSELF AND ANY AND ALL LEGAL SUCCESSORS AND PROXIES, TO RELEASE AND HEREBY DO RELEASE, WAIVE AND COVENANT NOT TO SUE RELEASEES FROM ANY CAUSES OF ACTION, CLAIMS, SUITS, LIABILITIES OR DEMANDS OF ANY NATURE WHATSOEVER INCLUDING, BUT IN NO WAY LIMITED TO, CLAIMS OF NEGLIGENCE, WHICH I AND ANY AND ALL LEGAL SUCCESSORS AND PROXIES MAY HAVE, NOW OR IN THE FUTURE, AGAINST RELEASEES ON ACCOUNT OF PERSONAL INJURY, PROPERTY DAMAGE, DISABILITY, DEATH, SICKNESS, DISEASES OR ACCIDENT OF ANY KIND, ARISING OUT OF OR IN ANY WAY RELATED TO THE USE OF FACILITIES OR PARTICIPATION IN PROGRAMS, WHETHER THAT PARTICIPATION IS SUPERVISED OR UNSUPERVISED, HOWEVER THE INJURY OR DAMAGE OCCURS, INCLUDING, BUT NOT LIMITED TO THE NEGLIGENCE OF RELEASEES.

IN FURTHER CONSIDERATION OF THE USE OF FACILITIES AND PARTICIPATION IN PROGRAMS, I AGREE TO INDEMNIFY AND HOLD HARMLESS RELEASEES FROM ANY AND ALL CAUSES OF ACTION, CLAIMS, DEMANDS, LOSSES, SUITS, LIABILITIES OR COSTS OF ANY NATURE WHATSOEVER, INCLUDING CLAIMS OF NEGLIGENCE, ARISING OUT OF OR IN ANY WAY RELATED TO THE USE OF FACILITIES AND PARTICIPATION IN PROGRAMS BY MYSELF, MY FAMILY MEMBERS, DEPENDENTS OR GUESTS, INCLUDING ANY MINORS.

MEDIA RELEASE

And furthermore, the undersigned does hereby irrevocably grant the City of Pasadena permission to record the participant's likeness and/or voice for use by television, films, radio, digital or printed media to further the aims of the City of Pasadena in related campaigns, magazines articles, booklets, posters, web pages, or in other ways they may see fit. The undersigned releases them in all claims in its usage.

MEDICAL INFORMATION AND CONSENT TO TREAT

And Furthermore, in the event that the undersigned should for any reason require medical treatment and/or medication during the course of the aforementioned activities, the undersigned authorizes the City to carry out the necessary treatment, or to take the undersigned to the emergency room of a hospital and authorize its medical staff to provide treatment deemed necessary by them for the undersigned's wellbeing.

My signature below confirms that I have read, fully understand, and agree to all items listed above.

Print First and Last Name

Signature

Date _____