RESERVATION PROCEDURES & POLICIES

- Facilities are available on a first come, first served basis. This means that the proper form has been submitted, approved, and the deposit has been paid in full.
- Reservations and payments cannot be made online. Government-issued identification is required to determine City of Conroe residency/ non-residency.
- Rental requests are received in person at 1504 Parkwood West, faxed to 936.522.3844, or emailed to parks@cityofconroe.org and MUST be requested on the attached rental agreement form.
- The requested rental time (4 hours minimum) must include set up and clean up time.
- Rental agreement deposits must be paid at the time of the request and all fees must be received at least 14 days in advance of the requested rental date. Failure to do so voids the rental agreement. Any requests made within a 14-day period before the requested rental date will require full payment of deposits and fees at the time of the request. A rental permit shall be issued when all deposits and fees are paid. Cash, checks, and credit/ debit cards are accepted. (*We do not accept Discover.)
- Cancellations must be made at least 3 business days in advance of the reservation date in order to receive a refund of the deposit and rental fees.
- A non-refundable fee of $10.00 (due at time of request) will be assessed for any change to a permit, no matter the type or time of the change. Any changes to the permit must be submitted at least 3 business days in advance. NO EXCEPTIONS WILL BE GRANTED. The City may deny a rental agreement based upon the lessee’s past use of City facilities.

REstrictions
Violation of these restrictions may result in the City retaining the entire deposit or a portion thereof.

- Damage to, or removal, of City property or equipment from the facility is prohibited.
- Alcoholic beverages are prohibited on City property.
- Trash not placed in proper receptacles.
- The event, and all necessary clean up, must conclude at the designated time.
- Misrepresentation by the LESSEE to the intent, type or nature of activity to be held at the facility.
- Use of facility exceeded authorized reservation time restrictions.

General Park Rules
***Park hours are dawn to dusk (until 11:00 P.M. for lighted facilities)

The following are prohibited:

* Alcohol  
* Excessive noise  
* Swimming in Ponds  
* Fireworks  
* Fires except in barbeque grills  
* Harming wildlife  
* Concessions/selling food (or any other items)

* Soliciting  
* Horses  
* Glass containers  
* Selling goods/services  
* Abandoned vehicles  
* Smoking  
* Unlawful Weapons  
* Camping  
* Dumping  
* Unleashed pets  
* Vehicles off of pavement  
* Destruction of vegetation
SECURITY
All security will be provided by the Conroe Police Department (CPD) at a rate of $40.00 per hour per officer. There is a minimum time fee of two (2) hours for security. All security fees associated with the rental shall be calculated by the facility scheduler. All fees are payable to the City of Conroe and shall be collected at such time when all other associated fees are due. All fees associated with the rental must be paid by the designated deadline or the rental request shall become void.

Security Ratio – Participant: Officer
To be determined by the Center Supervisor or Parks Superintendent.

RENTAL FEES

<table>
<thead>
<tr>
<th>Neighborhood Parks</th>
<th>Community Parks</th>
<th>Special Use Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lewis Park</td>
<td>Candy Cane Park</td>
<td>Conroe Founders Plaza</td>
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<tr>
<td>Lions Park</td>
<td>Carl Barton, Jr. Park</td>
<td>Lone Star Historical Flag Park</td>
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<tr>
<td>Milltown Park</td>
<td>Dr. Martin Luther King, Jr. Park</td>
<td>Heritage Place Amphitheatre &amp; Pavilion (2 facilities)</td>
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<tr>
<td>Stewart’s Creek Park</td>
<td>Kasmiersky Park</td>
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<td>McDade Park</td>
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<td>John Burge Park at Shadow Lakes</td>
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<td>Booker T. Washington Park</td>
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<table>
<thead>
<tr>
<th>Neighborhood Park Fees</th>
<th>Community Park Fees</th>
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<tr>
<td>Residents</td>
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<tr>
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**All pavilion rentals are based on a 4hr block**

DEPOSITS
The deposits serve as collateral for possible damage to or loss of CITY property. Deposits may be paid by cash, check, money order, or credit card. The deposit will be fully refunded within thirty (30) days of the rental date upon CITY satisfaction that the use did not or the following did not occur:

- Result in any damage to CITY property.
- Require additional cleaning services.
- Result in any theft of CITY property or equipment.
- Misrepresentation by the LESSEE to the intent, type or nature of activity to be held at the facility.
- Cancellation notice of less than 3 business days.
- Damage to CITY property.
- Use of facility exceeded authorized reservation time restrictions.
If the CITY is not satisfied as such, all or part of the deposit may be retained by the CITY for compensation. The LESSEE is responsible for reimbursing the CITY for damage or loss that exceeds the amount of the deposit.

ALCOHOL/ SMOKING
Alcohol or smoking is not permitted on any City premises, its parking lot, or on City property thereof.

AMPLIFICATION PERMIT
LESSEE agrees that in the event there is to be any type of band, DJ, or amplification system used in connection with the event for which LESSEE has reserved an outdoor facility, LESSEE will obtain an amplification permit from the CITY at LESSEE’S sole expense and in advance of the said rental date. Amplification applications can be obtained at City Hall located at 300 West Davis Street, Conroe, TX 77301. The application process for an amplification permit takes approximately 10 –14 days. LESSEE shall present the permit at the event if the need arises. A copy of this permit must be submitted to the Parks & Recreation Administration office at least 3 business days prior to the reservation date.

Without the consent of the City, no sound amplification permit shall be issued permitting operations in any municipal park other than the designated large event venues. Candy Cane, Carl Barton Jr. and Heritage Place are designated large event venues. Outside the large event venues, a sound amplification permit may not be granted for the same location more than once every thirty days and the requested location may not be closer than three hundred feet from any church, school, hospital or residential property.

PARKING
Parking is available in designated parking areas only. Vehicles parked in unauthorized areas are subject to towing at the owner’s expense.

INSURANCE
- LESSEE agrees that for any event in which amusement equipment is used such as moonwalks, dunking tanks, etc.; LESSEE will provide a copy of insurance liability certificates and current inspection certificates from the amusement company from which LESSEE is renting the equipment. Copies must be provided to reservation staff prior to issuance of a permit and no later than 3 business days in advance of the reservation date.
  - A certificate of insurance ($1,000,000 single limit coverage) naming the City of Conroe as additional insured must be provided at the time a permit is issued.
  - Approval, disapproval, or failure to act by CITY regarding any insurance supplied by LESSEE shall not relieve LESSEE of full responsibility or liability for damages and accidents as set forth in the Rental Agreement.
Pavilion Rental Agreement

LESSEE INFORMATION

Lessee/Contact Name: ___________________________ Organization Name: ___________________________

Lessee Address: ___________________________ City: ___________ State: ___________ Zip: ___________

E-mail Address: ___________________________ Cell Phone #: ___________________________

Day Phone #: ___________________________ Evening Phone #: ___________________________

RENTAL DATE(S) ___________________________

TIME (must include all necessary set up and clean up)

Start time: _______ a.m./p.m.   Finish time: _______ a.m./p.m.

PARK ___________________________ TYPE OF FACILITY ___________________________

NUMBER OF PEOPLE EXPECTED/ANTICIPATED* ___________

(*May be subject to Security Fees**)

EVENT TYPE/PURPOSE ________________________________________________

REQUIREMENTS

Electricity, needed? (circle one) No Yes
Any outside Vendors? (circle one) No Yes (explain): ___________________________
Sound equipment? (circle one) None PA system DJ

Note: only 120volt wall outlets are available, no multi-plug outlets will be allowed.

RENTAL FEES

**All deposits are due at the time request is made and all fees must be paid prior to the issuance of a reservation permit.**

*Changes made to the reservation will result in a charge of a $10.00 change fee per request.*

FOR OFFICE USE ONLY – SERVICES PAID FOR:

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<td>Refund</td>
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Signature: I have read and received a copy of the Rental Information and the Rental Agreement and agree to abide by its provisions. Lessee agrees to indemnify and hold the City of Conroe, its officers, agents, employees, and staff harmless from any and all costs, fees, and claims of liability, loss, or damage, which may arise out of the use, and/or occupancy of City of Conroe property and premises by the Lessee, its agents, guests, or invitees.

<table>
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<tr>
<th>Signature</th>
<th>Printed Name</th>
<th>Date</th>
<th>Time</th>
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