

City of Jersey Village Parks & Recreation Department
Park Rental Application



Office Reservation Hours: 8am-4:30pm

Park Hours: 5am-10pm

Clark Henry Park Pavilion Clark Henry Park Gazebo Philippine Park Gazebo

Multi-purpose Field Rental Exercise/Fitness Classes

Rental Date: _____ Rental Day: _____

Usage Time: _____ Attendance: More than 100 Less than 100

Responsible Person: _____

Responsible Organization (if applicable): _____

Reason for Rental: _____

Address: _____
Street or P.O. City, State Zip Code

Phone: (_____) _____ And/Or: (_____) _____

I acknowledge receipt of a copy of this Park Rental application, as well as a copy of the Jersey Village Park Rental Rules. I agree to accept responsibility for all damages that may occur during park/pavilion use and agree to obey all rules pertaining to City parks.

Signature Today's Date

FOR OFFICE USE ONLY

Rental Fee:(148) \$ _____ Cash Credit Card _____ Check or Money Order

Deposit:(104.1) \$ _____ Cash Credit Card _____ Check or Money Order

Deposit checks will be returned within 30 days of the rental date.

Waived because: _____

Refunded: \$ _____ Retained: \$ _____ Date: _____

Comments: _____

If you encounter ANY problems, please call:

- (713) 466-2174 *business hours*
- (832) 473-0079 *after hours/on-call*
- (713) 466-5824 *police/emergency call 911*

Alcohol is not allowed in City parks per City ordinance

Jersey Village Park Rental Rules

Reservations to be made at City Hall (16327 Lakeview Dr.)

Office Hours Monday - Friday (713) 466 - 2100

8:00 a.m. to 4:30 p.m.

Reservations for Saturday and Sunday must be made by 4:30pm on Thursday.

Reservations must be made in person with rental and deposit

Rental Area	Rental Rate	Deposit
Clark Henry Park Pavilion	\$75.00	\$75.00
Carol Fox Park Gazebo	\$25.00	\$50.00
Philippine Park Gazebo	\$25.00	\$50.00
Special Use: (fitness classes, field rentals, etc.)	Director of PARD will determine.	Director of PARD will determine.

Fee and deposit are due at the time reservation is made.

- Money orders must be made payable to City of Jersey Village.
- Damage or maintenance resulting from the rental will be charged against the deposit.

Rental ensures exclusive use of **ONLY** the pavilion.

- Reserved areas are inspected by Parks personnel daily.
- Renter may post "reserved" signs at the pavilion the morning of the reservation.
- Personal BBQ pits must be set up away from the pavilion and monitored at all times.
- Coals need to be completely cooled off and disposed of properly – bring appropriate container – no dumping of coals on the parks grounds.
- NO ALCOHOL
- NO GLASS CONTAINERS

Refunds for cancellation:

- Refund of rental fee and deposit if cancelled at least seven (7) days prior to rental date. Otherwise, only deposit is refunded.
- If party is "rained out," both deposit and rental fees are returned.
- If party cancelled due to illness, both deposit and rental fees are returned.
- If a cancellation occurs, you must call or email the parks office staff immediately and leave a message stating why the cancellation occurred.
- **No moonwalks, pools, Slip-N-Slides, sprinklers, or similar items due to liability issues and possible damage to persons and parks; unless proper liability insurance naming the city as additional insured is submitted to the parks department and approval of these items are made prior to the rental.**
- **Hoses may be used for cleaning purposes only.**

If you encounter ANY problems at the Pavilion, please call:

- (713) 466-2174 *business hours* •(832) 473-0079 *after hours* •(713) 466-5824 *police/emergency - 911*