

City of Brenham Parks and Recreation Department/Blue Bell Aquatic Center  
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PO Box 1059 (mailing)  
Brenham, TX 77833  
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[www.cityofbrenham.org](http://www.cityofbrenham.org)

The responsibility for cleanup rests on the individual renting the facility!

- Curfew hour is 10:00pm for the park kitchens.
- Clean kitchen, restrooms, and area including any appliances used.
- Turn off the lights.
- Lock kitchen door(s).
- Report any damage that may have occurred.
- Return Key(s).

#### Reservation Regulations

1. Reservations may be made at PARD offices during office hours of 8am - 5pm, Monday - Friday.
2. Reservations will be taken on a first come, first served basis no less than two weeks in advance of event date. Any reservation request made less than two weeks in advance of the event date, may be subject to staff availability
3. No Reservation is confirmed unless the Renting Party signs a Rental Agreement and deposit fees are paid.
4. Reservations may be made up to 12 months in advance for any park facility.
5. Rental time blocks will include all necessary preparation for and breakdown of the function, including set-up and cleanup, whether by the Renting Party or by caterer, florist, etcetera.
6. The City reserves the right to cancel any Reservation in the event of unforeseen circumstances and in the public interest. In such an event, notice of cancellation will be given as early as practicable and the deposit and all fees will be promptly refunded.

#### Fees and Deposits

1. All fees and deposits are required on all rentals to be paid upon the execution of the Rental Agreement.
2. Deposits shall be applied towards the cost to repair any damages occurring during the rental period to a Rental Facility and City property included in the Rental Agreement, as well as the cost to remove refuse and litter from the facilities and grounds should the Renting Party fail to do so.
3. Any damage to the Rental Facility in excess of the Deposit is the personal responsibility of the Renting Party and will be charged directly to the Renting Party and may be deducted from the Deposit.
4. If notice of cancellation in writing is received more than fourteen (14) days prior to the Rental Date, all Rental Fees and Deposits will be refunded to the Renting Party within 2-4 weeks. Cancellations occurring less than fourteen days from the Rental Date may result in forfeiture of all fees and deposits paid.
5. The Deposit will be refunded to the Renting Party within 2-4 weeks after the termination of the Rental Period, less any cost of repair or clean up fee.

6. Facility keys must be returned to the Blue Bell Aquatic Center within 3 days of rental date. There will be a loss of deposit for unreturned keys.

Usage Policy-General

1. The individual making all preliminary arrangements and signing the rental agreement must be present during all phases of the function including setup, during the function, and breakdown of the event. This individual is responsible for ensuring that guests remain primarily in the space which has been rented for the event.

2. Fire codes, as imposed by the City of Brenham, must be met at all times.

3. Decorations may not be tacked, pinned, taped or otherwise affixed to or placed on facility walls, ceilings, windows, furniture, or other property of the City.

4. No animals will be allowed inside a facility, except those used to assist individuals with disabilities.

5. Functions that include the serving of alcoholic beverages shall be conducted under the laws of the State of Texas and regulations of the Texas Alcoholic Beverage Commission. The Renting Party will be held liable and is responsible for the actions of an intoxicated guest, and the Renting Party shall indemnify and hold the City of Brenham harmless from any and all claims or causes of action resulting from the use of intoxicating beverages at any function.

6. No glass containers are allowed.

7. Use of amplified sound equipment will require a noise variance permit to be obtained from the City of Brenham Public Works Department.

8. It will be responsibility of the renter to clean the facility, turn off the lights and lock facility doors upon completion of rental.

9. Forfeiture of deposit and loss of privileges to use a facility may result if any usage regulation or policy is violated.

10. No smoking or use of tobacco products inside rental facilities.

I have read the rules and regulations above and understand that I am required to abide by them.

Renter signature: \_\_\_\_\_ Date:

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