CITY OF SNOOK, TEXAS

Facility Rental Agreement

Facility: ☐ Community Center (max 40 persons) ☐ Park Pavilion (max 50; over 50 requires off-duty PD officer)

Full Legal Name: _____	**Phone:** _____
Address: _____	**Email:** _____
Driver's License / ID #: _____	**Date of Birth:** _____

EVENT DETAILS

Type of Event: _____	**Expected # of Guests:** _____
Date(s): _____	**Hours:** From _____ to _____

Alcohol present? ☐ No ☐ Yes (cannot be sold) **Open to public?** ☐ No ☐ Yes

RENTAL RATES

Facility	Period	Resident	Non-Resident	Facility Fee (included)	Selected
Community Center	Half-Day (6 hrs)	$150	$250	$50	☐
Community Center	Full-Day	$250	$425	$50	☐
Park Pavilion	Full-Day	$100	$175	$25	☐

Total Fee Due: $_____ Payment: ☐ Cash ☐ Check #_____ ☐ Money Order ☐ Credit/Debit Card

The facility fee is non-refundable and included in the rate above. It covers standard cleaning, supplies, and minor wear and tear.

Cancellation: 72+ hours before event = full refund (processed in 14–21 business days). Less than 72 hours = no refund.

FACILITY RULES & CONDITIONS

By signing this agreement, the Renter acknowledges and agrees to all of the following:

- The Renter must be 21+ years of age and present on-site for the entire event.
- All trash must be bagged and placed in the dumpster near the baseball fields (both facilities).
- The facility must be returned to pre-rental condition: tables/chairs repositioned, floors swept, appliances cleaned (CC), restrooms checked.
- If additional cleaning is required, the Renter will be charged $75/hour (one-hour minimum).
- No nails, staples, screws, or adhesive tape. Painter's tape only. No confetti, glitter, or rice. All decorations removed by end of rental.
- Noise per Ordinance 2025-07: max 75 dB(A). Fri–Sat: activity ends by midnight. Sun–Thu: ends by 10 PM.
- All vehicles in designated parking only. No vehicles on grass. No fireworks. No glass containers.
- Bounce houses/inflatables permitted; any resulting damage will be invoiced to the Renter at actual repair cost.
- Alcohol may be present for personal consumption only. Alcohol may NOT be sold under any circumstances.
- Pavilion events exceeding 50 persons require an off-duty Snook PD officer ($50/hr, 2-hr min; holidays $70/hr). Contact: steven@cityofsnook.com.
- The Renter must submit timestamped before and after photos to info@cityofsnook.com using the Pre/Post Rental Checklist.
- Exceeding posted capacity is grounds for immediate termination of the rental.

DAMAGE RESPONSIBILITY & LIABILITY

The Renter is personally responsible for all damage to the facility, grounds, or equipment during the rental period. The City will invoice the Renter for the actual cost of repair or replacement, including labor, materials, and all related expenses, plus a $50 administrative fee. If the invoice is not paid within 30 days, the Renter will be barred from all future City facility reservations and the City may pursue collection through the Burleson County Justice of the Peace court.

The Renter agrees to indemnify and hold harmless the City of Snook, its officers, employees, and agents from any and all claims, losses, damages, and liability arising out of or in connection with this rental, regardless of whether caused in part by the negligence of the City. The City is not responsible for personal property left at the facility.

ACKNOWLEDGMENT & SIGNATURES

By signing below, the Renter acknowledges they have read, understood, and agree to all terms and conditions of this agreement including the facility rules, alcohol policy, damage responsibility, and liability provisions.

_____ Renter Signature / Date	_____ City Representative Signature / Date
_____ Renter Printed Name	_____ Printed Name

CITY OF SNOOK, TEXAS
FOR OFFICE USE ONLY

PAYMENT

Date Paid: _____	**Amount:** $_____
Received By: _____	**Method:** ☐ Cash ☐ Check #____ ☐ MO ☐ Card

Off-Duty Officer Required? ☐ N/A ☐ Yes — PD Confirmed? ☐ Yes ☐ Pending

ACCESS

Method: ☐ Key #_____ ☐ Access Code: _____ **Returned/Deactivated:** _____

PRE-EVENT INSPECTION

Date/Time: _____	**Inspected By:** _____	**Photos:** ☐ Yes ☐ No

Pre-Existing Conditions: _____

POST-EVENT INSPECTION

Date/Time: _____	**Inspected By:** _____	**Photos:** ☐ Yes ☐ No

Condition: ☐ Satisfactory — No charges ☐ Issues Found (describe below)

Issues / Damages: _____

_____

Estimated Cost: $_____

Action: ☐ No Action ☐ Invoice Sent ☐ Renter Notified ☐ Barred from Future Rentals

CANCELLATION / REFUND

Date Received: _____	**72+ hrs?** ☐ Yes=Refund ☐ No=No Refund
Refund Amount: $_____	**Processed Date:** _____

Method: ☐ Check #_____ ☐ Card Refund ☐ Cash **Processed By:** _____