



CITY PARK FAMILY CENTER

FEES:

Refundable Deposit \$100

½ Day – Morning or afternoon \$75

Full day \$125

Reservations may be made at **City Hall, 200 W. Liveoak** during business hours. An event form must be filled out and deposit must be paid in full to reserve. Reservations are made on a first come, first serve basis.

Cancellations must be made 24 hours prior to the date of the event to receive an 80% refund of the usage fee. No refund will be issued with less than 24-hour notice of cancellation.

USAGE RULES:

- Absolutely **NO** smoking or alcoholic beverages are allowed on the premises.
- Children must be supervised.
- Users are responsible for cleaning the facilities and surrounding area. (counters, sink, sweep floors, chairs, tables, remove food from area and refrigerator, turn off lights, place chairs and tables in original position)
- No tack, nails, staples, or tape of any kind should be used on the walls. Users are responsible for any damage that occurs.
- All trash inside and outside of the building must be removed and thrown away in the dumpster. There are two dumpsters located in the park area.
- No parking or driving on the grass.
- The key must be returned to City Hall by the following day, if weekend, must be the following Monday. There is a drop box available outside the City Hall entrance for key drop off.

Deposits will be returned after the building has been inspected. The user is responsible for any damage inflicted on the premises, furniture, or fixtures. **Any violations of the usage rules will forfeit your rights to the deposit.**

You can expect a refund within the next 30 days. Any questions regarding your deposit should be directed to the Administrative Services Director at City Hall.

CONTACT – CITY HALL 325-625-4116, Option 1.

DWAYNE WATTS – PARKS DEPT. 325-625-4116, ext. 404



**CITY PARK FAMILY CENTER
RESERVATION FORM**

Name: _____

Address: _____

Phone: _____

Type of Event: _____

Date of Event: _____

Time of Event: _____

USAGE RULES:

- Absolutely NO smoking or alcoholic beverages are allowed on the premises.
- Children must be supervised.
- Users are responsible for cleaning the facilities and surrounding area, and all damages.
- No tack, nails, staples, or tape of any kind should be used on the walls. Users are responsible for any damage that occurs.
- All trash inside and outside of the building must be removed and thrown away in the dumpster.
- No parking or driving on the grass.
- The key must be returned to City Hall by the following day, or on weekends must be returned the following Monday.

Deposits will be returned after the building has been inspected.

Any violations of the usage rules will forfeit your rights to the deposit.

You can expect a refund within the next 30 days.

Deposit: _____ Fee: _____

Signature: _____ Date: _____