

**CITY OF GONZALES  
PARKS AND RECREATION DEPARTMENT  
RESERVATION REQUEST**

User Fee (Clean Up Fee) refunds will be made payable to the following:			
Name			
Address/Phone			
Date Reservation Made/Paid			
Reservation Made By:		In Person	E-Mail
Event Type/Date/Time		Fax	Mail
		Phone	
Fees	Facility	Check Facility Reserved	Amount Collected
User Fee per Facility: \$50.00 User Fee-Refundable <u>\$50.00 User Fee-Non-Refundable</u> \$100.00 Total User Fee	Market Square		\$
	Museum Amphitheater		
	Pavilion-Brickyard		
	Pavilion-East Avenue Lions		
	Pavilion-Lions		
	Pavilion-Rotary		
	Pavilion-Rotary Jr.		
	Soccer Fields		
	Old Show Barn		\$
User Fee Per Volleyball Court \$25.00 User Fee-Refundable <u>\$25.00 User Fee-Non-Refundable</u> \$50.00 Total User Fee <u>\$30.00 Light Use Non Refundable</u> \$80.00 Total **Light fee is not per court one time fee**	Volleyball Courts 1 2 3 4 5 6  Circle courts to be used: 1 is the farthest on east side. Circle items required: Lights Fields Chalked		\$
Quadruplex: \$100.00 User Fee-Refundable <u>\$50.00 User Fee-Non-Refundable</u> \$150.00 Total User Fee <u>\$30.00 Light Use Non-Refundable</u> \$180.00 Total Check items required: <ul style="list-style-type: none"> <li>• Lights</li> <li>• Fields Chalked</li> <li>• Concession stands</li> </ul>	Quadruplex-Field #1 Softball		\$
	Quadruplex-Field #2 Softball		
	Quadruplex-Field #3 Softball Lighted		
	Quadruplex-Field #4 Softball Baseball		
			
<b>REFUND POLICY</b> <ul style="list-style-type: none"> <li>• Full refund will be issued 14 days prior to Rental Date.</li> <li>• Half refund will be issued if cancelled 7-13 days prior to Rental Date.</li> <li>• No refund will be issued with a cancellation of 0-6 days prior to the Rental Date.</li> <li>• Weather related cancellation will be rescheduled or refunded.</li> <li>• All fees and deposits must be paid at time of reservation.</li> </ul>			
Total amount collected			\$
<b>100-4-404.403</b> Total amount collected-Non-Refundable			\$
<b>100-2-215.000</b> Total amount collected-Refundable			\$

I, the undersigned, understand that all areas that can be reserved by the public are cleaned on a weekly basis. I understand that it is my responsibility to inspect an area upon reservation. If the area of the unit needs to be cleaned (during the week), I will notify the Parks and Recreation office at (830) 672-3192. If the reservation should fall on a weekend, I understand that if cleaning is necessary it is my responsibility. I understand that the user fee (clean up fee) required to reserve City facilities is refundable if the area is left as clean as it was found. If the deposit is refunded to you, it will be processed and mailed to you in three to four weeks after the event is held. The refund will be in the form of a check.

RELEASE FOR ALL FACILITIES

*The undersigned, on behalf of myself, my organization, my heirs and my assigns, and in consideration of my use of the property, named on this form, of the City of Gonzales does hereby waive, release, absolve, indemnify, and agree to hold harmless the City of Gonzales from any liability whatsoever for damages for injury to any person or property resulting in any way from the undersigned's use of said property.*

Signature		Date
City of Gonzales		Date