



**City of Saginaw Recreation & Community Services Department**  
**633 West McLeroy Blvd, Saginaw, Texas 76179**  
**817-230-0350**

**Rental/Permit Form**

**Name of Organization/Group:** \_\_\_\_\_

**Primary Contact Person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone # (Day):** \_\_\_\_\_ **(Evening):** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Secondary Contact Person:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

- All event communication and correspondence to the Recreation & Community Services staff shall be conducted with the primary and/or secondary contact person listed above.

**Function/Event (please be specific by listing all activities and components):** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_

**Times Requested (include provision for set-up and clean-up):** \_\_\_\_\_

- Please refer to the back page for rental rules, policies and procedures.

**Estimated Number Attending Event:** \_\_\_\_\_

- Violation of the rental conditions may result in the forfeiture of all or part of the event deposit and/or of future rental privileges.

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*The undersigned certifies that:*

1. He or she acts with full knowledge and authority of the requesting organization and has read the policies and procedures (on the back page) set forth for the Saginaw municipal facilities;
2. All local and state laws, policies and regulations that pertain to the facility and event will be complied with;
3. The City of Saginaw will be reimbursed, in a full and timely manner, for any and all loss or damage arising from the applicant's use or lack of care or security of said facilities;
4. The applicant (user/rental) groups, in consideration for the approval of the applicant's request for the use of any Saginaw Municipal Facility, expressly agree to indemnify, defend and hold the City of Saginaw, its officers, officials, employees or volunteers harmless for any and all claims of any nature arising from or resulting from the applicant's use of any Saginaw Municipal Facility.

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**Authorized Signature (must be 18 years of age or older)**

**Date**

# City of Saginaw

## Recreation & Community Services Department

### Reservation Rules, Policies and Procedures

**RESERVATION RULES:** All rentals that are open to the public, that advertise, or generate revenue whether for profit or charity, must have prior approval from the Recreation & Community Services staff before the rental date will be booked. Any rental charging a fee must have prior approval as above and is subject to a 15% charge of income, plus the rental fee.

- ⇒ User agrees to indemnify and hold harmless the City of Saginaw, its agents and employees from and against any claims for damages to persons or property arising out of any use of the Facility and its premises by user. The user does hereby assume all liability and responsibility for bodily injuries, claims, or suits for damages to persons or property of whatsoever kind of character, whether real or asserted, occurring in connection with the use of the Facility or its premises by User, his or its agents, servants, employees or subcontractors. The City of Saginaw assumes no responsibility for any property placed in or about the Facility.
- ⇒ User shall comply with all federal, state, and local laws. User may not physically attach materials in the facility. This includes using tape or tacks on a painted surface.
- ⇒ User may not collect fees on the premises without previous approval by Director of Recreation & Community Services.
- ⇒ User agrees to leave premises in the same or better condition than that which existed prior to usage. This includes putting away all equipment, removing decorations, mopping floors, sweeping and taking trash out to the dumpster. The user is responsible for set-up and clean-up of facility and this time is included in the overall reservation time reserved on the written contract. Additional services and equipment are the responsibility of the user. If the building is not vacated at the specified time on the contract, additional time will be charged.
- ⇒ City staff is not responsible for setting up or putting away tables, chairs, or any other equipment used during your reservation.
- ⇒ The Saginaw Community Center and Senior Center (Log Cabin) are available for rentals after normal business hours. The Community Center and Senior Center require a 3-hour minimum rental. The Recreation Center requires a 2-hour minimum rental. All facilities cannot be reserved by the same group or person for consecutive weekends.
- ⇒ User agrees to assume all responsibility for any damages to premises, even above the deposited amount. Once a reservation has ended, a facility inspection will be performed by a staff rental attendant. The rental deposit will be refunded if no building damage is detected or if the facility was properly cleaned. The refund will be processed and returned within 10-12 business days if no damage occurs to the rental area and the cleaning checklist is complete.
- ⇒ Rental of all indoor facilities require a staff rental attendant. The rental attendant fees are listed below:
  - *Rental Attendant:* \$15.00 per hour (a mandatory fee for all rentals)
  - *Rental Attendant:* \$25.00 per hour on holidays (a mandatory fee for all rentals)
- ⇒ Cancellation Policy: A \$25 processing fee will be assessed on ALL cancelled reservations. Any reservation cancelled with less than 48 hours' notice will forfeit half of the rental fee.
- ⇒ Alcoholic beverages, smoking, and gambling are prohibited at all City of Saginaw facilities.
- ⇒ Center staff reserves the right to determine whether police officers are required for an activity. User is responsible for scheduling and payment of police officers if they are deemed necessary by the City staff. Center staff reserves the right to determine whether a specified number of adult chaperones are required for an activity.
- ⇒ No oral agreements for use of City facilities shall be valid. All reservations must be confirmed with written contract signed and approved by center staff and the user with fees and deposits paid in full.
- ⇒ The City of Saginaw prohibits rental agreements with minors. All rental agreements must be made with a legal adult.
- ⇒ The City of Saginaw prohibits discrimination on the basis of race, color, national origin, age, or handicap in its programs and activities. Complaints or concerns on alleged discrimination can be filed with the City of Saginaw or the Office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C., 20240.

**Waiver Statement:** *I hereby and absolve the Recreation and Community Services Department, the City of Saginaw, and all its employees or agents of same from any claims of damages arising from injury received by the participant involved in this activity whether due to negligent acts or omissions of said parties, other participants, or otherwise.*