



## Schertz Rental Facilities Pre-Lease Information: Rules and Regulations

This information is not the lease agreement  
10 Commercial Place, Bldg. 1, Schertz, Texas 78154  
Phone: (210) 619-1854 Fax: (210) 619-1069  
Email: [sbryant@schertz.com](mailto:sbryant@schertz.com)

- 1. Signed Agreements.** (Sate Law: Lessee must be at least 18 years old to enter into a contract.)  
A Facility Lease Agreement must be completed and signed no later than ten (10) working days prior to your event. Signed agreements are legal and binding. Please be sure you have read and fully understand all terms stated in any agreement prior to signing. The person signing the contract is solely responsible for the facility being rented.
- 2. Reservations.** Reservations are required for the use of the small or large pavilion. The pavilions may be leased from 6:00 a.m. through 11:00 p.m. No reservations will be required for small group usage of picnic areas, unless alcoholic beverages will be possessed and/or consumed after 8:00 p.m. by those using the area.
- 3. Deposits/Rental Fees/Cancellations.** An initial damage/cancellation deposit, separate from the rental fee, is required to place a hold on the large pavilion. Following the event, if there are no damages to the rental facility or property and cleanup requirements are met, the deposit will be mailed back to the individual who signed the contract within seven (7) to ten (10) business days after the event. Rental fees must be paid in full no later than ten (10) working days prior to the function in order to have a confirmed reservation. Any request less than ten (10) business days prior to the function will be at the discretion of the City.  
**CANCELLATION BY LESSEE:** ALL cancellations of contracted events must be submitted to the Parks, Recreation and Community Services Department in writing. Deposits paid upon rental reservation of the Large Pavilion will be forfeited if any event is cancelled less than thirty (30) days prior to an event. Any cancellation made less than 10 working days prior to an event at any City of Schertz facility will forfeit all rental payments.
- 4. Musical Groups.** No musical group except city-sponsored functions will be allowed to perform in the City parks without prior written permission of the City Manager.
- 5. Security.** Schertz police officers **are required for an event where there is alcohol present or as the Police Chief deems necessary.**
- 6. Cleaning.** All glass containers are **prohibited** within the City park areas. After the event, all paper products, food, etc. must be picked up and placed in a trash receptacle. Remove all tape used for decoration from the pavilion. Tables and benches must be cleaned of litter and wiped off to rid them of spilled drinks and food.
- 7. Reserved Signs.** Park personnel will be responsible for posting "Reserved" signs at designated area.

## **PAVILION CLEANING GUIDELINES**

**Lessee will be responsible for the following:**

**LITTER:** All paper products, food etc. must be picked up and placed in a trash receptacle. Remove all tape used for decoration from the pavilion.

**TABLES AND BENCHES:** Must be cleaned of litter and wiped off to rid them of spilled drinks and food and (large pavilion only) returned to the storage room.

**RESTROOMS:** All paper products, foodstuff etc. must be picked-up and placed in a trash receptacle.

**KITCHEN** (large pavilion only): Countertops, stovetop and cooler must be emptied and wiped off to rid them of spillage.

## **PAVILION RENTAL RATES**

**LARGE PAVILION**  
(703 Oak Street, Schertz, Texas)

### **Schertz Residents:**

#### ***WITHOUT PICNIC TABLES, KITCHEN AND RESTROOMS:***

Rental Fee  
\$100.00

#### ***WITH PICNIC TABLES, KITCHEN AND RESTROOMS:***

<u>Rental Fee</u>	<u>Damage Deposit</u>
\$200.00	\$200.00

### **Non-residents:**

#### ***WITHOUT PICNIC TABLES, KITCHEN AND RESTROOMS***

Rental Fee  
\$150.00

#### ***WITH PICNIC TABLES, KITCHEN AND RESTROOMS:***

<u>Rental Fee</u>	<u>Damage Deposit</u>
\$300.00	\$200.00

**DAMAGE DEPOSITS:** A damage deposit is required on all large pavilion rentals. The City will mail the damage refund check, minus any assessed charges, to the person named on the contract seven (7) to ten (10) working days after the event.

**Monday–Thursday (excluding holidays) there is a 50% discount on ALL rentals.**