

**CITY OF TOMBALL
ADMINISTRATIVE POLICIES, RULES AND PROCEDURES**

SUBJECT PARK RESERVATION POLICY<u>RULES & APPLICATION</u> (Railroad Depot Gazebo and Plaza , Juergens Park <u>Pavilion</u> , Jerry Matheson Park <u>Pavilion</u> , Theis Attaway Nature Center <u>Park</u>)	NUMBER: 23	EFFECTIVE DATE: AUGUST 5, 2019 <u>November 3, 2025</u>	PAGE 1 OF 34
	REVISED: AUGUST 5, 2019 <u>November 3, 2025</u>	APPROVED BY CITY MANAGER: AUGUST 5, 2019 <u>November 3, 2025</u>	
	SUPERSEDES: AUGUST 7, 2017 <u>August 5, 2019</u>	APPROVED BY CITY COUNCIL: AUGUST 5, 2019 <u>November 3, 2025</u>	

Applications accepted for following Park Facilities:

- Railroad Depot Gazebo;
- ~~Railroad Depot Plaza;~~
- Juergens Park Pavilion;
- Jerry Matheson Park ~~Pavilion;~~ &
- Theis Attaway Nature Center.

Priority use of park facilities is available by reservation only. Reservations may be made by contacting the City of Tomball.
Use of facilities for profit making purposes is strictly prohibited. Priority use of park to be granted by reservation only.
Reservation may be made by contacting the City of Tomball. Please note, individuals may not utilize city facilities for profit making endeavors.

INDEMNIFICATION

INDEMNIFICATION. LICENSEE agrees that it will indemnify and save the CITY harmless of, from and against any and all claims, demands, actions, damages, losses, costs, liabilities, expenses and judgments (hereinafter "claims") recovered from or asserted against CITY on account of injury or damage to persons or property to the extent that any such damage or injury may be incident to, arise out of, or be caused, either proximately or remotely, in whole or in part, by an act, omission, negligence or misconduct on the part of LICENSEE or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or of any other person entering upon the LICENSED PREMISES with the express or implied invitation or permission of LICENSEE, or when and such injury or damage is the result, proximate or remote, of the violation by LICENSEE or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any way arise from or out of the occupancy or use by the LICENSEE, its agents, servants, employees, contractors, patrons, guests, or invitees. LICENSEE further expressly covenants and agrees to protect, defend, indemnify, and hold harmless the CITY from all claims based upon alleged joint and/or concurrent negligence of the CITY and LICENSEE arising out of or incident to LICENSEE's occupancy or use of the LICENSED PREMISES. LICENSEE covenants and agrees that in case CITY shall be made a party to any litigation commenced by or against LICENSEE or relating to this LICENSE or to the LICENSED PREMISES, then LICENSEE shall and will pay all costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon CITY by virtue of any such litigation.

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☐*Resident verification: _____ (city staff) ☐Facility Inspection Verification: _____ (city staff)

(Resident must present City of Tomball Utility Bill for verification)

Railroad Depot ~~Plaza & Gazebo @~~ (201 S. Elm)

- Reservations are for the Gazebo only.
- Renters must provide their own tables and chairs.

☐*RESIDENT

☐1/2 DAY \$50.00 (8am-2pm) or (4pm-10pm)

☐ALL DAY \$100.00(8am-10pm)

☐NON-RESIDENT

☐1/2 DAY \$100.00 (8am-2pm) or (4pm-10pm)

☐ALL DAY \$125.00(8am-10pm)

☐*RESIDENT

☐1/2 DAY \$50.00 (8am-2pm) or (4pm-10pm)

☐ALL DAY \$100.00(8am-10pm)

☐NON-RESIDENT

☐1/2 DAY \$100.00 (8am-2pm) or (4pm-10pm)

☐ALL DAY \$125.00(8am-10pm)

Juergens Park Pavilion@ (1331 Ulrich)

- Reservations are for the pavilion only.
- Keys to the interior of the park are available, but are to be used for temporary access to set up or clean up. No vehicles should remain on the park site interior. Renters may obtain keys to the interior of the park, but area is to be used for temporary access for setup and clean up.
 - Vehicles must not remain in the interior of the park.

☐*RESIDENT

☐1/2 DAY \$50.00 (8am-2pm) or (4pm-10pm)

☐ALL DAY \$100.00(8am-10pm)

☐NON-RESIDENT

☐1/2 DAY \$100.00 (8am-2pm) or (4pm-10pm)

☐ALL DAY \$125.00(8am-10pm)

☐*RESIDENT

☐1/2 DAY \$50.00 (8am-2pm) or (4pm-10pm)

☐ALL DAY \$100.00(8am-10pm)

☐NON-RESIDENT

☐1/2 DAY \$100.00 (8am-2pm) or (4pm-10pm)

☐ALL DAY \$125.00(8am-10pm) ~~DEPOSIT \$100.00~~

Jerry Matheson Park Pavilion @ (1240 Ulrich)

- Reservations are for the pavilion only.
- Reservations that intend to use the pool must contact the Pool Manager in advance to confirm availability for their party.

☐*RESIDENT

☐1/2 DAY \$50.00 (8am-2pm) or (4pm-10pm)

☐ALL DAY \$100.00(8am-10pm)

☐NON-RESIDENT

☐1/2 DAY \$100.00 (8am-2pm) or (4pm-10pm)

☐ALL DAY \$125.00(8am-10pm)

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☐ALL DAY \$100.00(8am-10pm)

☐NON-RESIDENT

☐1/2 DAY \$100.00 (8am-2pm) or (4pm-10pm)

☐ALL DAY \$125.00(8am-10pm)

Theis Attaway Nature Park Center Amphitheater @ (13509 Theis Lane)

- Catch and release fishing.
- No cast nets.

☐*RESIDENT

☐1/2 DAY \$50.00 (8am-2pm) or (4pm-10pm)

☐ALL DAY \$100.00(8am-10pm)

☐NON-RESIDENT

☐1/2 DAY \$100.00 (8am-2pm) or (4pm-10pm)

☐ALL DAY \$125.00 (8am-10pm)

☐*RESIDENT

☐1/2 DAY \$50.00 (8am-2pm) or (4pm-10pm)

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☐ ALL DAY \$100.00 (8am-10pm)

CITY OF TOMBALL
ADMINISTRATIVE POLICIES, RULES AND PROCEDURES

SUBJECT PARK RESERVATION POLICY RULES & <u>APPLICATION</u> (Railroad Depot Gazebo and Plaza , Juergens Park <u>Pavilion</u> , Jerry Matheson Park <u>Pavilion</u> , Theis Attaway Nature Park <u>Center</u>)	NUMBER: 23	EFFECTIVE DATE: AUGUST 5, 2019 <u>November 3,</u> <u>2025</u>	PAGE 3 OF 43
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*Resident: For the purposes of this application, a "resident" is defined as an individual who resides within the City of Tomball city limits and pays utility services to the City of Tomball.

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A convenience fee, in accordance with the City of Tomball Master Fee Schedule, will be applied to all Visa, MasterCard and American Express payments the non-refundable rental fee.

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A debit or credit card must be provided with the rental application and may be charged for any damage or cleaning cost associated with the rental facility.

A deposit is not required for the rental of any park facility; a debit or credit card must be provided with the rental application that will be charged in the event of any damage or cleaning required to the rented facility.

Resident: Must present recent Tomball City Water Bill or have a current account with The City Utility department.

Renters Information:

Date Requested: _____ Time: _____ Number of People Expected: _____

Organization: _____ Type of Event: _____

Contact Person: _____

Email: _____ Business Phone: _____ Home

Phone: _____ Fax: _____

Home Address: _____ City: _____ St. _____ Zip: _____

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Confirmation of Park Reservations by signature below only. Application subject to a 24-hour application review period prior to approval by the City.

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City of Tomball: _____ (City Staff) Date: _____

Debit/Credit Card Information (for damage or cleaning):

Name on Card: _____ Card Number: _____

Card Expiration: _____ Security Code: _____

Address: _____ City: _____ St.: _____ Zip: _____

By signing below, I acknowledge that I have read the Park Rules and Regulations and understand that I am responsible for cleanup. If the Park is not cleaned up or has been damaged, I will be subject to all costs incurred by the City for cleaning or to make any needed repairs, which will be charged to my debit or credit card on file. I am also responsible to make certain that all rules and regulations are followed and am aware that violation of the rules and regulations could prohibit future applications for reservations by me or the organization I am representing.

Signature: _____ Date: _____

Confirmation of Park Reservations by signature below only! Application subject to a 24-hour application review period prior to approval by City Administration.

City of Tomball: _____ (City Staff) Date: _____

PLEASE KEEP YOUR CONFIRMATION READILY AVAILABLE FOR PROOF OF RESERVATION

KEEP THIS FORM WITH YOU AT THE PARK!!!!

Public Works Department • City of Tomball

501 James Street, Tomball, Texas 77375

Phone: (281) 290-1400

• After hours, Police Dept. Dispatch: (281) 351-5451

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CITY OF TOMBALL
ADMINISTRATIVE POLICIES, RULES AND PROCEDURES

SUBJECT

NUMBER:

23

EFFECTIVE DATE:

November 3, 2025

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PARK RESERVATION

~~**POLICY**~~**RULES &
APPLICATION**

(Railroad Depot Gazebo, Juergens
Park Pavilion, Jerry Matheson Park
Pavilion, Theis Attaway Nature
Center)

REVISED:

November 3, 2025

APPROVED BY CITY MANAGER:

November 3, 2025

SUPERSEDES:

August 5, 2019

APPROVED BY CITY COUNCIL:

November 3, 2055

Debit/Credit Card Information (for damage or cleaning):

Name on Card: _____ Card Number: _____

Card Expiration: _____ Security Code: _____

Address: _____ City: _____ St.: _____ Zip: _____

I have read and understand the Park Rules and Regulations. I acknowledge that I am responsible for cleaning the rental area after use. If the park facility is not properly cleaned or are damaged, I agree to be financially responsible for any cost incurred by the City. I also understanding that I am responsible for ensuring all rules and regulations are followed, and that any violation may result in denial of future reservation request for myself or the organization I represent

Card information provided will be used for payment of the non-refundable rental fee and will be retained and may be charged for any damage or cleaning cost associated with the rental facility.

By signing below, I acknowledge that I have read the Park Rules and Regulations and understand that I am responsible for cleanup. If the Park is not cleaned up or has been damaged, I will be subject to all costs incurred by the City for cleaning or to make any needed repairs, which will be charged to my debit or credit card on file. I am also responsible to make certain that all rules and regulations are followed and am aware that violation of the rules and regulations could prohibit future applications for reservations by me or the organization I am representing.

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Phone: (281) 290-1400 • After hours, Police Dept. Dispatch: (281) 351-5451

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