

Renters FAQ – updated October 2017

I went to the Navasota Center, but it was locked. Where do I go to rent?

Full-time staff is located City Hall. Stop by to rent Monday – Friday, 8A – 5P.

I live out of town/I work until 5:00 pm each day. How can I rent?

Create an account with us at navasota.recdesk.com and select the facility you wish to rent. Rentals must be made 14 days in advance.

I am trying to rent online but cannot find any pictures. Where would I see them?

Go to navasotatx.gov. Select “Parks and Rentals” under the How Do I tab. Limited pictures are provided of Bluebonnet and LaSalle.

How many people does the room hold?

The max occupancy for each room is stated below:

Bluebonnet Hall	128 guests
LaSalle	70 guests
Meeting Room A	66 guests
Meeting Room C	66 guests

Failure to comply with fire codes as agreed upon in the signed Rental Policies will result in the rental being shut down by the staff on site and may result in forfeiture of deposits.

Can I go early to set up and decorate?

No. The Rental Policies state the time frame stated on the rental form includes arriving, setting up, decorating, having your event and cleaning up afterward. You may request to purchase additional time if you feel you cannot complete decorating within your original rental time blocks. Contact Shelby Green at 936-825-6475 for availability.

Does it come with tables and chairs? How many? What shape table? Are they set up?

Staff does not set up the tables and chairs for a rental. See below for quantity and shape:

Bluebonnet Hall	12 round tables, 2 rectangle tables, 96 chairs
LaSalle	6 rectangle tables, 48 chairs
Meeting Room A	6 rectangle tables, 48 chairs
Meeting Room C	6 rectangle tables, 48 chairs

Can I use tables from the other room?

No, but you may bring in additional tables and chairs as needed.

Can I decorate the walls?

No. The Rental Agreement Policy states nothing can be tacked, pinned, taped or otherwise affixed to or placed on the walls, doors, or windows. You may decorate tables and chairs.

Can I have alcohol at my party?

Alcohol is only permitted in the Bluebonnet Hall or A.H. Pavilion. A Security Officer (paid separately) is required.

Alcohol at a party that was not advised on the Rental Agreement Form or is consumed outside of the time frame stated on the form will result in forfeiture of deposit and may affect potential future rentals.

My friend/cousin/sibling is an officer. Can he/she be my security?

No, it must go through the City. Staff will submit the request to the Police Department and notify the renter with the name of the officer prior to the event date if the request is filled.

When do I need a Security Officer?

1. Alcohol is present
2. Party or dance for teens
3. Any reservation starting after 5P on Friday or Saturday.

How much is security?

\$25.00 per hour paid in cash once the officer arrives. Price is not included in rental fees.

How do I cancel my reservation?

Written notice of your cancellation is required 14 days in advance. Cancellations made less than 14 days prior may result in forfeiture of all deposits and fees paid.

The weather forecast shows possible rain this weekend. What happens if there's a storm during my rental?

- A.H. Pavilion and parks: Call City Hall on Monday morning to notify staff of the time frame the facility was unable to be used. This allows staff to notate the changes when refunding the deposit.
- Pool: When a storm hits, the facility is immediately closed for patron safety. The lifeguards then notify staff of the closure in order for appropriate refund paperwork to be completed during business hours.

How do I get my deposit back?

Abide by all policies contained in the signed Rental Policies handout, and clean-up prior to your departure.

What does "clean-up" mean?

- Navasota Center: Sweep and mop the floors, place all trash bags in dumpster outside, replace liners in the trash can, and wipe down all counters and tables. All decorations must be removed from the room. We do not store supplies.
- A.H. Pavilion: Remove all decorations and trash. Trash is to be taken to the dumpster in the parking lot (including restroom trash).

Do I have to bring my own cleaning supplies?

- Navasota Center: The attendant will furnish a push broom (do not use on wet floors whether water, spills, etc.), broom and dust pan. Once the trash has been taken to the dumpster, you will receive a new liner to be placed in each trash can.
- A.H. Pavilion: Cleaning supplies are not furnished at the pavilion.

Can I pay my rental fee over the phone or online before this weekend?

We do not accept payments over the phone. All remaining balances must be paid at City Hall by noon on Friday or the reservation is not confirmed.

Where do I pick up the key?

- Navasota Center – There is no key. An attendant will be on site and unlock the doors for you at the beginning of your rental time block.
- Pavilion and Softball Fields – Pick up the keys at City Hall the Friday before your event by 5P.

That other room is bigger. Can we use it and pay for the difference with the deposit?

No. You may only use the facility you reserved and paid upon. If you wish to switch rooms, you may request a change *in advance* by calling the Parks and Recreation Staff at 936-825-6475.

I had a party this weekend, when will I see my deposit?

- Checks will be sent by mail 10 to 12 business days after the event.
Any Hold Over Fees, cost of repair or clean-up is taken from the deposit, if applicable, and the renter is notified via letter from staff.