



SCOUT HOUSE RESERVATION APPLICATION

BUILDING & PERMITS DEPARTMENT

CITY OF FERRIS, TEXAS

100 Town Plaza | Ferris, Texas 75125

Phone: (972) 544-2110

www.ferristexas.gov

EMAIL TO: PERMITS@FERRISTEXAS.GOV

Today's Date:		Reservation Date Requested:	
Reservation Start Time:		End Time:	
Event Type:	Children's Party Reception	Party Wedding/Baby Shower	Company Picnic Meeting Other:
Number of Guests:			
Do you plan to use decorations? Please describe:			

Facility is being reserved by:	Ferris Resident	Ferris Business	Non-Resident	
Name:			Phone:	
Address:				
City:		State:		Zip:
Email:				
How to be reached the day of the event:				

I have read the *City of Ferris Scout House Reservation Rules and Regulations* and agree to abide by all the conditions. I, the undersigned, will be held responsible for damages and adherence to regulations. **I understand that all fees must be included with this form to confirm the date and time desired.**

Signature

Print Name

Date



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Scout House Reservation Rules and Regulations

The purpose of this policy is to establish the criteria and procedures under which the Scout House may be used for personal or business functions. The private use of this facility is a privilege given by the City, therefore, the following "Rules and Regulations" must be agreed upon before permission to use the facility is granted and the user agrees to abide by City Ordinances. Non-adherence may result in forfeiture of all or a portion of deposit. The user will be held responsible for damage and adherence to regulations. No organization or group is granted exclusive use of the facility and there will be no permanent storage of any group's possessions inside the facility.

SCOUT HOUSE HOURS

All rentals are based on a full day of use.

Sunday through Thursday 8 a.m. – 10 p.m.

Friday & Saturday 8 a.m. – Midnight

RESERVATIONS

Reservations and payment of fees must be made in person.

Reservation Hours:

Monday through Thursday, 8a.m. - 5p.m.

Ferris City Hall, Building and Permits:

100 Town Plaza Ferris, TX. 75125

(972)544-2110

FEES

Fees are due upon making reservation. Damage deposits must be paid in cash. Daily rental fees and cleaning fees may be paid with cash, check or credit card. Non-profit organizations located in the City of Ferris are exempt from all fees.

Ferris Resident/Business

Daily Rental Fee \$125.00

Cleaning Fee (Non-Refundable) \$25.00

Damage Deposit (Refundable) \$200.00

TOTAL DUE TO RESERVE: \$325.00

Non-Resident/Business

Daily Rental Fee \$225.00

Cleaning Fee (Non-Refundable) \$25.00

Damage Deposit (Refundable) \$200.00

TOTAL DUE TO RESERVE: \$425.00

RULES AND REGULATIONS

1. Ferris residents must produce a City of Ferris water bill and a valid Texas Drivers License or ID card showing residency within the Ferris city limits.
2. A Ferris business wishing to hold a company function needs to provide a written request on company letterhead.
3. Non-residents must present a valid Texas Driver's License with Daily Rental Fee and Damage Deposit.
4. The City reserves the right to waive any and all fees for approved civic/youth organizations.
5. Reservations shall be made on a first come – first serve basis. The rental fee, cleaning fee, and damage deposit are required at the time of the reservation.
6. Decorations may not be affixed to the building using glue, tacks, rope, screws, bolts, nails, or duct tape.
7. The City must approve any exceptions in writing.
8. No alcoholic beverages will be allowed in or around the building. There are no exceptions. Violators are subject to fine or arrest.
9. No smoking will be allowed in the building. There are no exceptions.
10. The building may be rented by a person or entity one time per quarter. At the discretion of the City Manager, businesses, groups, or individuals abusing the use of the Scout House will forfeit future use of the building.



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RESERVATION AND CANCELLATION POLICY

Reservations are guaranteed when the reservation permit is completed, all fees paid, and approved by the City. Reservations must be made by an adult at least 21 years of age. A one day cancellation notice is required to receive damage deposit refund.

CLEAN UP

Scout House renters are responsible for reasonable cleanup, which includes depositing all paper, plastic, and food items into trash receptacles outside of the building. Trash bags will be provided. The building area must be left clear of litter and other debris, and cleanup must be completed within the time period of the reservation agreement. The mandatory cleaning fee covers vacuuming and cleaning of floors. The City staff will inspect the building and grounds to verify compliance. Failure to comply will result in forfeiture of deposit.

CITY RIGHTS

The City reserves the right to waive any and all fees. The City has the right to make exceptions to any of the rules and regulations. Maximum occupancy is 100.

LIABILITIES

The individual making the reservation shall assume liability for damages to building and will be billed accordingly. The individual, group, or organization using the building shall obey all rules and regulations, both written and verbal, and shall not hold the City of Ferris or any of its representatives liable for any injury sustained while using the facility.

HOLD HARMLESS CLAUSE

USER HEREBY AGREES TO RELEASE, INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY AND ITS OFFICIALS, OFFICERS, AGENTS, AND EMPLOYEES, IN BOTH THEIR OFFICIAL, AND INDIVIDUAL CAPACITIES, FROM AND AGAINST ALL CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, SUITS, AND LIABILITY OF EVERY KIND, INCLUDING ALL EXPENSES OF LITIGATION, COURT COSTS, AND ATTORNEY FEES, FOR INJURY TO OR DEATH OF ANY PERSON OR FOR DAMAGE TO ANY PROPERTY ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR ANY USE PURSUANT TO THIS AGREEMENT, OR OCCURRING ON OR ABOUT THE PROPERTY; AND USER WILL, AT ITS OWN COST AND EXPENSE, DEFEND AND PROTECT THE CITY FROM ALL SUCH CLAIMS, LOSSES, DAMAGES, CAUSES OF ACTION, SUITS, OR LIABILITY OF ANY KIND.

Signature

Print Name

Date