



As a renter of a City of Pflugerville Parks & Recreation Facility, the following are your responsibilities with regard to your reservation at Windermere Clubhouse.

This facility has a combination lock on the door. Permit holder can get the combination to the lock ONE (1) day before your rental date by calling the Parks & Recreation Office at 512-990-6350 – you must provide your permit number to receive this code. It is strongly recommended that you bring your permit with you on the day of your reservation. If there is any dispute over your reservation with another party, please call the Parks and Recreation Office first at (512) 990-6350, if no answer please call the Pflugerville Police Department at (512) 990-6700 to correct the situation. This facility is ADA accessible. Windermere Park is a public park. Permit holder may use the playscape or any grounds surrounding the park, but please note that they are not part of the reservation and must remain open to the public. Reservation of the Windermere Clubhouse does not give access to the Windermere pool. Permit holder has a reservation for the Windermere Clubhouse only. Reservation hours are from 10am-10pm. **MAXIMUM CAPACITY FOR THIS FACILITY IS 40 PEOPLE.**

Please read and initial all of the following:

- _____ The Permit holder agrees to pick up after their function. All trash, food, debris, etc. must be picked up. Permit holder has use of the tables, chairs, refrigerator, and sink area; permit holder is responsible for cleaning all equipment used and placing the room back in the manner in which it was found (or better). Tables and chairs must be put away. There are cleaning supplies available in restroom closet.
 - _____ Rental hours are 10am-10pm. **Rental periods include both set up and take down/clean up, and are made for your arrival and departure time. Please plan accordingly.**
 - _____ No live music, amplified sound, DJ's, or any equipment requiring the use amplified sound is permitted.
 - _____ Windermere Park is a public park. The permit holder may use the playscape and surrounding grounds but they are not included in the reservation. We are only reserving the use of the Windermere Clubhouse. You may also use the Windermere pool, if open, in which a per person entry fee will be accessed.
 - _____ The Permit holder shall not be permitted to nail, adhere, staple, tack or otherwise physically attach materials to any part of the ceiling and/or walls. The Permit holder assumes full responsibility for any damage to the facility and adjacent grounds.
 - _____ Alcohol is permitted in Parks, but NO glass containers of any kind. The permit holder is responsible for all parties present at their event.
 - _____ Smoking is not permitted inside the building.
 - _____ Fireworks, space heaters and ground fire pits are not permitted.
 - _____ Petting Zoos are NOT allowed.
 - _____ Cancellation Refunds are as follows:
 - Within 15 business days prior to event: Refund full reservation fee minus \$7 finance charge
 - Within 14 to 6 business days prior to event: Refund full amount as a credit on PARD account
 - Within 5 business days prior to event: NO REFUND or CREDIT on PARD account will be given
- Refund requests take 3-4 weeks to process.**

Permit holders shall indemnify and hold harmless the City of Pflugerville, its elected officials, directors, agents, and employees from all claims, demands, or expenses including, but not limited to, those from death, for personal or bodily injuries, or from property damages arising out of or in connection with the use of the premises of the Park, by users or arising out of acts of omission of users, their employees, agents, representatives, customers, guests or invitees.