

HPARD Park **Permit #:** _____ **Location/Park:** _____ **Unit #:** _____

Private Portable Toilet Sponsorship and Maintenance Agreement

Organization Name: _____

Contact: _____ Phone: _____

Home Address: _____ ZIP _____

Email: _____ Unit Placement Date: _____ Removal Date: _____

Name of Portable Toilet Company: _____ / **Phone:** _____

Insurance Verified? **Y** **N**

Please report any changes in this contact information within 30 days.

I/We, _____, agree to the following guidelines:

1. Portable toilets must be properly cleaned and disinfected in a manner to remove all foreign material and residue and must use appropriate cleaning/disinfecting products to prevent odors and fly breeding. **Units must be cleaned a minimum of two (2) times per week, more depending on usage.**
2. Portable toilets will be geographically placed in the most advantageous and accessible site as determined by HPARD staff. The site must be on or about a paved surface. HPARD staff must approve a change in location.
3. Allow HPARD to inspect portable toilets without restrictions.
4. Resolve complaints within 24 hours of receipt. If the complaint is received by HPARD, the complaint will be relayed to the private sponsor within 24 hours. If corrective actions are not taken within 24 hours, HPARD may require removal of the portable toilet.
5. Place a temporary sign on the unit providing a phone number if problems arise with the unit.
6. Limit portable toilet placement to the duration of the permit authorizing use of the facility. Units shall not be delivered more than 24 hours in advance and must be removed within 24 hours after the permit expires. For exceptions, written permission must be received from the department.
7. **Costs of removal or remediation are the sole responsibility of the private sponsor. A deposit in the amount of \$250 will be required to cover the cost associated with removal and/or contingent storage of unit(s). Deposit will be returned to Private Sponsor if unit(s) is/are removed in accordance with item # 6 above.**
8. Private sponsors must provide HPARD signed copies of all documents, including rental/lease agreements, placement and maintenance of portable toilets.
9. **Private Sponsors shall maintain in effect liability insurance coverage in an amount no less than \$1million, furnish certificates of insurance, and name City of Houston as additional insured.**

By signing below, _____ I/association/organization agrees to perform all necessary and required maintenance of their portable toilet(s) while on park property.

Agreed and accepted:

Individual/Organizational Contact Signature	Date
HPARD Permit Staff/Management Approval	Date
HPARD Greenspace Management Approval	Date
HPARD Facilities, Development and Maintenance Approval	Date

Please submit this completed agreement, a copy of liability of insurance, along with your organization's lease of the portable toilets prior to placement to: Houston Parks and Recreation Department, Houston Permits and Reservations, 2999 S. Wayside, Houston, TX 77023, FAX: (832) 395-9633

