



## **CITY OF GRAPEVINE PARKS & RECREATION DEPARTMENT**

### **Bessie Mitchell House –501C3 RENTAL POLICY**

#### **1. General Information about 501(c)(3) Facility Rentals**

- Civic clubs and organizations with a 501(c)(3) status that has been approved by the city may request to use the facility for a \$35 cleaning fee.
- To be approved by the city, the organization must be based in Grapevine with a Grapevine mailing address and have a minimum of 16 participants. A current 501(c)3 certificate must be presented at the time of booking reservation. City approval must be obtained before a 501(c)3 rental will be booked.
- Organizations are expected to do in-kind services for the city equivalent to value of the hourly public rental rate which is \$75 an hour. Fees/in-kind services may be waived if the organization co-sponsors events with Grapevine Parks and Recreation Department.
- 501(c)3 reservations are allowed only Monday thru Thursday.
- Organizations may book the Bessie Mitchell House for one meeting per month. Organizations may book up to 12 months out. It is the organizations responsibility to rebook the facility after their 12-month booking is over. No dates or times will be held beyond the 12 months. A new 501(c)3 certificate and proof of 16 participants are required for rebooking the facility.
- 501(c)3 meetings are for a maximum of 3 hours. All set up and clean up must take place in the 3-hour time; no additional time is allotted for the activities.
- Rental of the Bessie Mitchell House does not include the Botanical Garden. All organized activities must take place inside the facility and/or on the deck.
- The person who makes the reservation must remain on site at all times throughout the rental. Failure to remain on site may result in the loss of future reservation privileges.
- No amplified music.
- No eating utensils, tablecloths, office supplies or any other supplies or equipment are provided. The reservation group is responsible for providing all supplies as needed.
- The organization or individual is responsible for all set up and clean up as required before and after the reservation but within the allotted reservation time.
- A service gate is available to allow proximity access to the building for caterers and rental companies if necessary. If you believe you will need access for your facility rental, please contact the Reservation Specialist at 817.410.3470 PRIOR to your rental date for approval and gate access code.
- NOTE: Please turn the thermostat to OFF if opening the patio doors for an extended period of time. The units will not function properly while the patio doors are open resulting in added stress, wear, condensation and other negative impacts on the system. Patio doors should only be left open if the outside temperature is what is acceptable inside the building.
- Tables and chairs must remain in the facility at all times. Bistro tables and chairs must remain on the deck at all times.
- Tables and chairs must be returned to the original arrangement when the reservation is complete.

#### **2. Locking System**

- The Bessie Mitchell House door is on an automated locking system which is scheduled based on your rental times. It will unlock 5 minutes before your reservation begins and will relock automatically at the end of your reservation.
- Do not prop doors open.

### 3. Maximum Number of People

- The number of persons meeting at a facility shall not exceed the maximum number permitted according to fire code regulations. The maximum number of individuals is 80 for Bessie Mitchell House. Fire code regulations do not necessarily ensure comfortable use of the facilities. It is recommended that a customer discuss the nature of the event with the Reservation Specialist. Customers are required to closely estimate the attendance.
- No gatherings allowed if the number of individuals 13-21 years of age is greater than the number of individuals 21 years and older.

### 4. Rental Fee

- A \$35 cleaning fee will be charged for each meeting.
- Pictures will need to be taken at the end of every reservation and emailed to Sheila Rich at [srich@grapevinetexas.gov](mailto:srich@grapevinetexas.gov) within 1 hour end of your reservation to show no damages were done during the reservation time.

### 5. Cancellation

- No refund of cleaning fee. If cancellation occurs more than 2 weeks from the reservation date, \$35 cleaning fee can be applied to a rescheduled date.
- No refunds will be given for cancellations made less than two weeks of the event.

### 6. Liability

- Individuals and organizations reserving the facility are responsible for all damages to the facility and/or equipment that occur as a result of the reservation. If repair costs are in excess of Damage Deposit the client will be financially responsible. Failure to pay fees for damaged property will result in the loss of future reservation privileges.
- Individuals and organizations reserving the facility are responsible for any injuries to self or guest during their event.
- Individuals and organizations reserving the facility must comply with all applicable policies, ordinances and laws. Failure to comply may result in denial of any subsequent use of facilities and/or forfeiture of the facility deposit for indoor facilities. (See attached regulations on page 5.)

### 7. Decorations

- All decorations must be free standing and/or table top.
- No decorations may be adhered to any surface in the facility.
- Nails, thumb tacks, tape etc. may **not** be used to adhere decorations or signs on the any surface of the facility.
- No decorations, balloons or signs are allowed outside of facility.
- Piñatas, confetti, glitter and/or balloons are not allowed inside or outside the facility.
- Bounce Houses are not allowed inside or outside the facility.
- No decorations may be affixed to any garden plants, trees or on any structures in the garden.
- No balloons may be released.
- Bubbles may be used, but only outside of the Bessie Mitchell Facility.
- No rice or birdseed may be used in the Bessie Mitchell Facility or the Botanical Garden.
- All decorations must be removed from the garden at the end of the ceremony and picture taking.

**8. Clean Up**

- Individuals and organizations must remove all equipment and supplies at the end of their reservation time. Grapevine Parks & Recreation will not store nor be held responsible for any property and/or equipment left after the conclusion of a reservation.
- All trash must be placed in the proper receptacles.
- All Items must be removed from refrigerator and freezer.
- All doors and windows must be closed and secured.
- All tables and chairs must be returned to their original locations.
- All lights must be turned off.

**9. Sound**

- Client is responsible for any sound system required. Only low amplification is allowed in respect of surrounding neighbors.

**10. Miscellaneous Rules and Information**

- Alcohol (Sec. 16-6, Ord. # 76-08) and smoking (including vapor cigarettes) are not permitted in any City indoor facility.
- No alcohol or smoking allowed in Botanical Garden.
- The Grapevine Parks and Recreation Department reserves the right to terminate a reservation during the activity if conditions so warrant.
- No animals are permitted in the Bessie Mitchell Facility except service animals
- No vehicles are permitted to drive over curbs or sidewalks.
- Caterers must be licensed in Tarrant County.
- All independent contractors (caterers, florist, photographers etc.) must complete set-up and take-down within the allotted reservation time.

## Items available for use during your event

### INSIDE FACILITY:

- 10 60" round tables (each seat 8 people)
- 10 6'X30" rectangle tables (each seats 8 people)
- Television with Wi-Fi connectivity
- Refrigerator
- Ice maker
- Kitchen sink
- Private Restrooms
- Guest Wi-Fi

### ON DECK:

- 10 bistro tables (each seats 2 people)
- 20 bistro chairs

\*These are general reservation policies and address most reservation situations. For specific requests or questions, please contact Sheila Rich, Reservation Specialist at (817) 410-3470 or [srich@grapevintexas.gov](mailto:srich@grapevintexas.gov).

### RENTAL CONTRACT

As a condition of reserving a City of Grapevine facility, or as authorized representative of my organization, I declare that I have received, read, understand and agree to abide by the conditions as set forth in the Facility Reservations Policies. I understand that failure to adhere to the Facility Reservations Policies on behalf of my organization or myself may result in forfeiture of future reservation privileges.

I hereby assume the responsibility for all damages to City property or injuries to City employees or officials arising out of the use of the facility due to negligence or any party using the facility.

The undersigned, and as an authorized representative of \_\_\_\_\_, do hereby release, relieve, quitclaim and indemnify the City, its officers, agents, officials, servants, employees, volunteers and contractors for all injuries and damages, including personal injury, death, all suits, claims, actions, judgements, including reasonable attorney's fees and costs, for all actions related to the use of the facilities, including the negligence or intentional acts of the City's indemnities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Reserved: \_\_\_\_\_

## Botanical Gardens Code of Conduct

The following regulations are taken from the Code of Ordinances and are enforceable.

**Sec. 6-16.** Animal waste prohibited in parks and on trails.

**Sec. 12-23.** Littering prohibited.

**Sec. 15-15.** Vandalism prohibited.

**Sec. 16-6.** Alcoholic beverages are prohibited in parks.

**Sec. 16-10.** Vehicular traffic (motorized) is prohibited in public parks and on trails.

**Sec. 16-13.** Glass containers in parks prohibited.

**Sec. 16-14.** Park closings--Hours of operation.

- (a) All neighborhood parks (less than three acres) and joint-use school park sites, **shall be closed to the public from one-half hour after sunset to one-half hour before sunrise.**
- (b) All other park areas **shall be closed to the public from 10:00 p.m. until 5:30 a.m. each day** with the exception of those parks with lighted recreational facilities. These parks **shall be closed to the public from 11:00 p.m. to 5:30 a.m.**

**Sec. 16-18.** Tobacco prohibited in city parks

**Sec. 16-47.** Leash Law in effect.

**Sec. 16-48.** Explosives, firearms, other weapons, and fireworks prohibited in parks and on trails.

**Sec. 23-63.** No parking zones; restricted parking zones; no standing zones; no stopping zones.

### **NOTICE**

- Reservations of facilities have priority use, for reservations call 817.410.3470.
- For clarification or information about these or related park ordinances, contact [pardinfo@grapevinetexas.gov](mailto:pardinfo@grapevinetexas.gov) or for Ordinance description, click on Section Number in Code of Ordinances at [www.grapevinetexas.gov](http://www.grapevinetexas.gov)