



CITY OF GRAPEVINE PARKS & RECREATION DEPARTMENT
Bessie Mitchell House & Merlot Room Rental – RESERVATION POLICY

1. Facilities are booked for a minimum of 2 hours and a maximum of 10 hours. The reservation time includes all set up and clean up time; no additional time is allotted for these activities.
2. 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.
3. The Bessie Mitchell House door is on an automated locking system which is attached to your rental. It will unlock 5 minutes before your reservation begins and will relock automatically at the end of your reservation. The Merlot Room has a key box next to door, the code will be emailed to you the week of your rental.
4. Do not prop the doors open.
5. Individuals and organizations reserving facilities are responsible for all damages to the facility and/or equipment that occur as a result of the reservation. Failure to pay fees for damaged property will result in the loss of future reservation privileges.
6. All equipment and decorations must be removed at the end of the reservation. Facilities must be left in good, clean condition when the activity is complete.
7. Nails, thumb tacks, etc. must not be used to attach decoration to the walls or ceilings. If tape is used to hold decorations, it must be completely removed from all surfaces. Masking tape is the only approved tape for decorating purposes.
8. Alcohol (Sec. 16-6, Ord. # 76-08)) and smoking (including vapor cigarettes) (Sec. 16-18, Ord. # 2009-25) are not permitted in any City Park or City indoor facility.
9. No gatherings allowed if the number of individuals 13-21 years of age is greater than the number of individuals 21 years of age and older, unless otherwise discussed and agreed upon.
10. No amplified sound or music.
11. Reservation cancellations must be made at least 14 days prior to the reservation. If cancellation occurs within 14 days, the department reserves the right to charge an administrative fee equivalent to 50% of the rental fee. No refunds will be given for notices of cancellation after the date of the reservation.

12. The Grapevine Parks and Recreation Department reserves the right to terminate a reservation during the activity if conditions so warrant.
13. Rental of the Bessie Mitchell House does not include the Botanical Garden. All organized activities must take place inside the facility. No decorations, balloons or signs are allowed outside of the facility. Pinatas, confetti or glitter are not allowed inside or outside the facility.
14. No bounce houses allowed at either indoor facility.
15. The facility deposit (\$200 for the Merlot Room, \$200 for the Bessie Mitchell Facility) is returnable as long as: 1) there is no damage to the facility, and 2) all policies and city ordinances were followed during the reservation.
16. 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. Tables and chairs must be returned to the original arrangement when the reservation is complete.
17. All trash must be placed in the proper receptacles.
18. 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 60 for both the Merlot Room and 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 on the reservation application.
19. 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.
20. All lights must be turned off and the facility secured before leaving.
21. The Bessie Mitchell House restrooms must remain open to the public during event.
22. Individuals and organizations reserving facilities 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 4.)

*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@grapevinetexas.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: _____

PARK REGULATIONS

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. 16-9.** Horses are prohibited in parks.
- Sec. 16-10.** Vehicular traffic (motorized) is prohibited in public parks and on trails.
- Sec. 16-11.** Bicycling and skating prohibited on tennis courts and basketball courts.
- Sec. 16-12.** Golfing in public parks (including athletic fields) prohibited.
- 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. 16-16.** Athletic Field Closure
- (a) It shall be unlawful for any person to trespass onto any athletic field that has been posted "Closed due to Maintenance/Field Conditions".
 - (b) The City Manager or his designated representative is directed to post signs giving notice that such action is prohibited in designated areas of public parks.
- 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 or for Ordinance description, click on Section Number in Code of Ordinances at www.grapevinetexas.gov