



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

### **City Park Pavilion Rental – RESERVATION POLICY**

1. Park pavilions are booked for a minimum of 3 hours and a maximum of 9 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. 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.
4. 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. Plans for special activities including bounce houses, dunking booths, amplified sound, etc. must receive prior approval from the Parks and Recreation Dept. Vendors are required to provide certificates of insurance.
5. All trash must be placed in the proper receptacles.
6. Nails, thumb tacks, staples, etc. must not be used to attach decorations to the walls, ceilings, posts, or tables. 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.
7. No piñatas, confetti or colored powder allowed.
8. Alcohol (Sec. 16-6, Ord. # 76-08)) is not permitted in any City Park or City indoor facility.
9. Individual or organizations must provide a minimum of two adult chaperones for youth functions of 40 or less. One additional chaperone must be provided for each additional 20 participants. Youth are defined as anyone under the age of 21.
10. 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. Cancellation of an outdoor reservation due to inclement weather may be rescheduled. No refunds will be given for notices of cancellation after the date of the reservation.

- 11. The Grapevine Parks and Recreation Department reserves the right to terminate a reservation during the activity if conditions so warrant.
- 12. 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. (See attached regulations on page 3)

\*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](mailto: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 and joint use school park sites, being those parks that do not exceed three acres in size and serve residents within a limited area or neighborhood, have limited facilities, and are owned or leased by the City of Grapevine, shall be closed to the public from one-half hour after sunset to one-half hour before sunrise.

(b) All other park areas owned or leased by the city 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 such as ballfields, tennis courts, basketball courts, etc. 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](mailto:pardinfo@grapevinetexas.gov) or for Ordinance description, click on Section Number in Code of Ordinances at [www.grapevinetexas.gov](http://www.grapevinetexas.gov)