



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.