



CITY OF GRAPEVINE PARKS & RECREATION DEPARTMENT Lake Park Pavilion Rental – RESERVATION POLICY

1. Meadowmere Park and Rockledge Park close at sunset. Reservations at the Meadowmere Pavilion or Jackson Pavilion need to be ended, cleaned up, and participants are to exit the park at sunset.
2. Cancellation Policy:
 - Cancellations made 2 weeks before the event date, will be charged a \$25 admin fee & refunded the remaining amount.
 - Cancellations made within 2 weeks of the reservation date, will be charged a \$100 admin fee & refunded the remaining amount.
 - Cancellations due to weather will be able to apply the credit of the canceled reservation to a future event date, or another event, program, class, etc. for Grapevine Parks & Recreation.
3. Payment is due in full at the time of reservation.
4. Trawick Pavilion:
 - At the end of a reservation at the Trawick Pavilion, photos must be sent to Event Coordinator of the pavilion to show that it was cleaned up and left in its original state before the reservation began. From then, the \$100 security deposit will be refunded, or not.
 - The reservation includes exclusive use of the pavilion, sand volleyball court, horseshoe pit and basketball goal.
 - The reservation is for a full day, 8am-10pm.
5. No reservations allowed on the 4th of July.
6. No glass containers.
7. All trash must be placed in the proper receptacles.
8. Dogs and cats must be on leash. No other animals allowed in parks.
9. 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.
10. All equipment and decorations must be removed at the end of the reservation. Facilities must be left in good, clean condition when the celebration is complete. Plans for special activities including bounce houses, dunking booths, amplified sound, etc. must receive prior approval from the Parks and Recreation Department. Vendors are required to provide certificates of insurance.
11. Nails, thumb tacks, staples, etc. must not be used to attach decoration 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. Do not use staples to adhere anything to tables.
12. No piñatas, confetti or colored powder allowed.
13. 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.

- 14. Reservations cancelled more than 2 weeks prior to event will be charged a \$25 administration fee. Reservations cancelled within 2 weeks of the event will be charged a \$100 administration fee. This includes cancellations due to weather. You may reschedule and apply the payment already made to a future reservation, up to one year out.
- 15. The City of Grapevine reserves the right to terminate any event if conditions warrant.
- 16. 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)

*These are general reservation policies and address most reservation situations. For specific requests or questions, please contact Sasha Maykus, Event Coordinator at 817.410.3455 or smaykus@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: _____

City of Grapevine Parks & Recreation

Code of Ordinances

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

- Sec. 6-16** Animal waste is prohibited in parks and on trails
- Sec. 12-95** Placing refuse, etc., on public property unlawful
- Sec. 365.012** Health & Safety Code: Illegal dumping; discarding lighted materials; criminal penalties
- Sec. 15-15** Damage to public property prohibited
- Sec. 16-6** Alcoholic beverages are prohibited in parks
(a) Except as provided by Subsection (b), it shall be unlawful for any person to possess or consume any alcoholic beverage in a public park of the city.
(b) Consumption of alcoholic beverages is permitted at Grapevine Lake and the reservoir area as provided by Section 16-55.
- 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 closing—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) The following City leased parks, Lakeview Park, Meadowmere Park and Rockledge Park, will be closed to the public at the hours posted at the entrance of the parks. Anyone in the leased parks above after the closing of the park shall be in violation of the ordinance and punishable by fine. The city manager, or his designee, is authorized to establish the hours of said parks and to post signs at the entrance to said parks displaying the hours for the parks.
(c) All other park areas owned or leased by the city shall be closed to the public from 10:00 p.m. until 5:00 a.m. each day, except as provided by authorization from the City Manager or the City Manager's designee.
- 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. 16-17** Fishing or jumping from bridges and right-of-way unlawful
- Sec. 16-18** Tobacco and e-cigarette free parks and park facilities
- Sec. 16-19** Youth programs standards of care

- Sec. 16-20** Firearms and other weapons
(a) It shall be unlawful for a person, other than peace officers and those persons licensed to carry a handgun under the authority of Subchapter H, Chapter 411, Government Code, to possess, exhibit or display a firearm or air gun in any public park, athletic field, or recreational facility.
- Sec. 16-21** Permit required for non-sponsored organized groups and commercial trainers
- Sec. 16-46** Fires
(a) Gasoline and other fuels, except that which is contained in storage tanks of vehicles, vessels, camping equipment, or hand portable containers shall not be carried onto or stored within Grapevine Lake or the reservoir area without permission of the city manager.
(b) Fires shall be confined to fireplaces, grills, and not left unattended and must be completely extinguished prior to departure.
- Sec. 16-47** Leash Law in effect
(a) No person shall bring or allow horses, cattle, or other livestock in camping, picnic, swimming, or other recreation areas except in areas designated by the city manager.
(b) No person shall bring dogs, cats, or other pets into developed recreation areas unless penned, caged, or on a leash under six feet in length, or otherwise under physical restraint at all times
- Sec. 16-48** Explosives, firearms, other weapons and fireworks are prohibited
- Sec. 16-52** Sanitation – The improper disposal of such wastes on Grapevine Lake or the reservoir area is prohibited.

- For non-emergency police issues, please call dispatch at 817.410.8127
- Priority use by City Sponsored and Co-Sponsored organizations on Athletic fields.
- For Ordinance descriptions in full, click on Section Number in Code of Ordinances at GrapevineTexas.gov