



CITY OF GRAPEVINE PARKS & RECREATION DEPARTMENT
The REC of Grapevine Reservation Policy

- 1. Reservation cancellations must be made at least fourteen (14) days prior to the reservation date for a full refund. If event is canceled within fourteen (14) days of the reservation date, a 50% refund will be issued. In the event of inclement weather, the option to reschedule for a future date (up to one year) will be given.**
- 2. Event date and/or time changes will incur a \$25 administrative fee.**
- 3. All birthday party packages are payment in full at the time of the reservation.**
- 4. All Stewart Hall reservations require payment made in full at the time of reservation.**
- 5. The person who makes the reservation must remain on-site at all times throughout the rental.**
- 6. Individuals and organizations reserving facilities are responsible for all damages done to the facility and/or equipment that occurs as a result of the reservation.**
- 7. The reservation time includes all set up and clean up time; no additional time is allotted for these activities.**
- 8. Individuals and organizations must provide a minimum of one (1) adult chaperones for youth functions of 15 persons or less. One additional chaperone must be provided for each additional 15 youth to comply with all the applicable facility rules and regulations, as well as all City, State and Federal laws, ordinances and policies.**
- 9. Individuals and organizations will be held accountable for the actions of their guests or attendees during their reservation.**
- 10. The staff will not furnish any utensils, plates, cups, serving dishes, tablecloths or other equipment. Individuals and organizations must bring their own kitchen and serving equipment.**
- 11. 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.**

12. All decorations must be removed at the end of the reservation. Nails, thumb tacks, etc. may not be used to attach decorations. Hanging decorations from the ceiling grid or walls is not allowed. Confetti, glitter and piñatas are not allowed.
13. Food and beverages may be consumed in designated areas only.
14. Alcohol is not permitted at any Parks and Recreation facility. Exception: After hours events/parties at The REC through the approved contract vendor only. After-hours events including alcohol must provide one (1) off-duty police officer per each fifty (50) guests.
15. A \$200 refundable deposit is required on all after-hours rentals to cover any damage that occurred during the rental.
16. The number of persons meeting in the reserved room shall not exceed the maximum number permitted in the facility according to fire code regulations.
17. Tobacco products are not permitted in the facility, parking lot or on park property per City Ordinance Chapter 16, Article I, Section 18.
18. No gum, tobacco products, metal spikes, sunflower seeds or sports drinks on The REC Field. Drinks/Beverages allowed on the sidelines only.
19. The Grapevine Parks and Recreation Department is not liable for any interruptions caused by power outages, emergency situations or bad weather that may occur during reservation time.
20. The Grapevine Parks and Recreation Department reserves the right to cancel a reservation at any time. This shall include the right to terminate a reservation during the activity if conditions so warrant. In the event the activity is canceled due to violations of the reservation agreement, City Ordinances, State laws, or Federal laws, the reservation fees or facility deposit will not be refunded.
21. Failure to comply with each of these policies will result in the denial of any subsequent use of Grapevine Parks and Recreation Department facilities, and the forfeiture of the reservation deposit.
22. Non-members will not have access to the other amenities in the facility during a rental or party.
23. A signed copy of the Facilities Rental Contract must be returned at least two (2) weeks prior to the reservation date.
24. Grapevine based 501c3 organizations can receive up to a 3 hour reservation in a classroom for \$35, pending documentation review.

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: _____ Room/Facility: _____