

Farmers Branch Parks and Recreation

Pavilion Rental Rules and Regulations

User must be in compliance with, but not limited to, the following rules and regulations. Non-adherence may result in forfeiture of all or a portion of deposit. The individual, group, or organization renting the facility will be held accountable for damages. User must observe all rules and regulations, both written and verbal. The User will not hold the City of Farmers Branch or any of its representatives liable for any injury sustained while using the facility. City sponsored activities have precedence. Parks reserves the right to refuse or cancel reservations.

- Hours of availability are Monday – Sunday from 8:00 a.m. – 9:00 p.m. with a 2 hour window between reservations.
- Rental fee and security deposit are due at time of reservation.

Pavilion	Deposit	Minimum Hours	Resident/Nonresident
Gussie Field Watterworth Park Pavilion	\$100	4	\$25/\$35 per hour
Farmers Branch Park Pavilion	\$30	2	\$15/\$20 per hour

- Alcoholic beverages prohibited.
- Amplified sound prohibited.
- Proof of residency required at time of reservation.
- Parks and Recreation office accepts reservations on a first come basis during regular business hours. User must be 18 years of age to reserve the pavilion and must be present during the rental.
- Pavilion reservation applies to the pavilion features only. Park amenities are open to the public.
- Equipment that will require anchoring must be done with stakes not exceeding 12” in length, or with weighted devices.
- Bounce House requests must have pre-approval from Parks administration. Supplier must maintain proper and current insurance coverage. Certificate of Insurance listing the City of Farmers Branch as an additional insured must be presented at time of reservation. Minimum insurance coverage is \$1,000,000.
- Agreement may be cancelled up to 24 hours in advance. User will receive refund or may opt to reschedule when date and time are available. User signing the agreement must request the cancellation.

Gussie Field Watterworth Park 2610 Valley View		Farmers Branch Park 13985 Dennis Lane	
Pavilion Features	Park Amenities	Pavilion Features	Park Amenities
Shelter 65' x 65'	Playground	Shelter 21'x41'	Playground
Lighting	Basketball/Tennis	Lighting	Athletic Fields
Picnic Tables (11)	Horseshoe/Petanque	Picnic Tables (8)	Water Fountain
Grills (2)	Restrooms	Grills (2)	Jogging/Walking Track
Electricity (2) 20A	Water Fountain	Electricity (2) 20A	Restrooms
	Jogging/Walking Trails		
	Amphitheater		

POLICIES AND PROCEDURES

Rentals shall be in compliance with Farmers Branch, Texas, Code of Ordinances, Chapter 50 – Parks and Recreation, Article II. Rules and Regulations – library.municode.com/index.aspx?clientId=12996

GENERAL STATEMENT OF UNDERSTANDING

Gussie Field Watterworth Park and Farmers Branch Park are operated and maintained by the City of Farmers Branch, Texas, for the benefit of the general public. Permission for private use of the facility is a privilege granted by the City of Farmers Branch. Because the parks have been assembled, maintained and operated for the general public, it is necessary that certain rules and regulations be established to protect its best interest.

FEES

Pavilion	Deposit	Minimum Hours	Resident/Nonresident
Gussie Field Watterworth Park Pavilion	\$100	4	\$25/\$35 per hour
Farmers Branch Park Pavilion	\$30	2	\$15/\$20 per hour

DEPOSIT

Following the reservation, when all conditions of agreement are met, allow 7 to 14 business days for refund. Refunds are subject to the final discretion of the Director of Parks. MasterCard, Visa, and Discover credit cards are accepted.

CANCELLATION POLICY

Failure to cancel a reservation may result in a forfeiture of all fees, rental and deposit. Cancellations are subject to the following criteria in order to receive a refund. When agreement is canceled at least twenty-four (24) hours in advance User will receive full refund or may opt to reschedule at a later date if available. Cancellations must be made by the person whose signature appears on the agreement. To cancel a reservation during normal Parks Office hours, please call 972-919-2620. To cancel a reservation on a weekend, holiday or after normal business hours, please call 972-849-4743 to speak with On-Call personnel. Checks with insufficient funds will result in automatic cancellation of reservation and check writer will be held liable for insufficient fund charges in accordance with current City policy.

MULTIPLE RENTALS

Multiple reservations shall be limited to 4 non-consecutive days per month, of which, 2 may take place on Saturday or Sunday. User may schedule additional reservations after the 4th rental has taken place.

LIABILITY

The User will be financially responsible to pay for damage done to the facility, grounds or furnishings by themselves, their guests, caterers, or employees during or pertaining to their rentals. Should this occur, notification will be given to the renter after damages have been assessed. The City of Farmers Branch is not responsible for personal property or rental equipment left on the site.

ALCOHOL

City Ordinance Chapter 50, § 50-36. Alcohol is not permissible.

FIRE PROVISIONS

City Ordinance Chapter 50, § 50-36. Contain all fires in outdoor grill.

GROUNDS

City Ordinance Chapter 50, all sections. Driving on grass is not permissible except with written approval from Parks office.

DECORATIONS

The use of "Tac' N Stick" is permissible but not the use of tacks, staples, tape, or adhesives of any kind. Floral wire and/or ribbon are permissible providing no nails or tacks are attached to walls or furnishings. The renter is responsible for leaving the facility in its original condition. The renter will be financially responsible at the rate of \$25.00 per hour for the cost of clean up not covered by the deposit when additional Parks staff is necessary. Fresh flowers, plants, and balloons are permissible; place a dish under live plants to prevent damage and/or incidents. It is not permissible to throw rice or confetti; birdseed and dried flowers may be thrown outside but renter must clean and dispose of debris.

FOOD

Food and non-alcoholic beverages are permissible. Catering is permitted.

ENTERTAINMENT

Amplified sound is not permissible pursuant to City Ordinance Chapter 50, § 50-36 (12). Lyric appropriate music, harpist, string quartets, etc. are permissible during the event if the noise level is kept to a minimum. Staff may determine lyric and noise level appropriateness. Disc jockeys and/or bands are not permissible.

CONFLICT/EXCLUSION/NOISE

City sponsored activities have precedence. Parks reserves the right to refuse or cancel reservations should the activities be in conflict with the stated rules or special activities of the City of Farmers Branch. The City of Farmers Branch reserves the right to ask any guests or individuals exhibiting unacceptable behavior to leave the premises. No illegal activities of any kind are permissible on site. Rentals at the Pavilion are of a non-exclusive nature – agreement does not reserve use of the entire park. Staff may determine noise level appropriateness.

DOGS

Dogs are welcome on a leash. Owner must clean up after the pet.

CLEAN UP

User is responsible for all clean up during the allotted reservation time. User must properly dispose of decorations, litter and other debris. Deposit trash in the receptacles located in the park. Staff will inspect the facility after the rental. Failure to comply with rules and regulations will result in the forfeit of the security deposit.

LOGO

Users may not use the name of the City of Farmers Branch, Farmers Branch logo, trademarks or other distinguishing marks except when noting the address on invitations, maps, etc.

FUNDRAISING/GAMBLING

Gambling with money is not allowable. Users may not sell goods or services at the park. Users hosting as a rental at the facility may not charge admission to the function.

VERIFICATION

User must produce a copy of the approved agreement during rental to verify reservation.

BOUNCE HOUSE

Requests must have pre-approval from Parks administration. Supplier should retain \$1,000,000 minimum insurance coverage. Certificate of Insurance must list the City of Farmers Branch as an additional insured and must be presented at time of reservation. User must produce a copy of the Certificate during the rental to verify compliance.

