



**Town of Flower Mound
Parks and Recreation Department
1200 Gerault Road
Flower Mound, TX 75028
972.874.6300**

PARK FACILITY RESERVATION/ALLOCATION AND USE POLICY

(Effective January 17, 2014)

Purpose

To provide quality park facilities for the use and enjoyment of the residents of Flower Mound as well as establish procedures and criteria for the reservation of park facilities owned by the Town. This policy serves to create a standardized approach to park facility allocation for all users. It also describes specific rules and regulations governing the use of park facilities in Flower Mound.

General Information

Park facilities include Town-owned picnic shelters and amphitheaters. This policy does not include sports fields, which are governed by Sports Field Reservation/Allocation and Use Policy. A person must be at least 18 years of age or older to reserve a park facility. Proper identification is required to determine age. Individuals and organizations reserving park facilities shall be responsible for all damages to the facility and/or equipment that occur as a result of the reservation. The individual making the reservation must be on site at all times throughout the length of the reservation. Failure to pay fees for damaged property will result in the cancellation of future reservation privileges and/or criminal prosecution. Individuals or organizations must provide a minimum of two adult chaperones for youth functions of 40 or less. One additional adult chaperone must be provided for each additional 20 participants. Youth are defined as anyone under the age of 18. All equipment and decorations must be removed at the end of the reservation. Park facilities must be left in good, clean condition when the reservation is complete. Set up and clean up time must be included in the reservation. No extra time is allotted for these activities. Individuals reserving park facilities must comply with all applicable rules, regulations, Town ordinances, policies, and procedures. Failure to comply may result in denial of any subsequent use of a park facility. Failure to complete required paperwork will result in denial of the reservation request. The Town reserves the right to accept or reject any reservation request or 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 sole judgment of Town staff. Amplified musical instruments are prohibited.

Plans to have special activities or elements brought onto park property (dunking booths, bounce houses, entertainment, etc.) must receive prior written approval from the Director of Parks and Recreation or his/her designee. Town staff reserves the right to deny special activities of a hazardous nature or those that might create a disturbance for the neighborhood in which the park facility is located. Special activities or elements brought onto park property require a certificate of insurance furnished to the Town specifying comprehensive general (public) liability or its equivalent, including \$500,000 each person, \$1,000,000 each occurrence, and property damage \$250,000 per occurrence of \$1,000,000 combined single limit for bodily injury and property damage naming the Town of Flower Mound as additionally insured on the certificate.

Reservation/Allocation Procedures

Park facility reservations can be scheduled up to six months in advance. All park facility reservations must be made in person at the Parks and Recreation office at the Community Activity Center, 1200 Gerault Road. No telephone, e-mail, or fax reservations will be taken. Reservations are accepted during business days (M-F) and hours (8:00 a.m. - 5:00 p.m.) at the Parks and Recreation office. All park facilities are subject to availability depending on weather conditions and seasonal maintenance. Park facilities available for reservations include:

- Heritage Park of Flower Mound, (covered pavilion (two sections) with electricity)
- Heritage Park of Flower Mound Performance Pavilion, (covered pavilion)
- Post Oak Park (covered pavilion with electricity)
- Jake's Hilltop Park, 3975 Timber Creek Road (covered pavilion)
- Leonard and Helen Johns Community Park, 1850 Timber Creek Road (covered pavilion)
- Rheudasil Park, 2401 Lake Forest Drive (covered pavilion)
- Stone creek Park, 1400 Fuqua Drive (covered pavilion)
- Gerault Park, 1100 Gerault Road (covered pavilion)
- Bakersfield Park (2), 1201 Duncan Lane (lighted, covered pavilion with electricity)
- Chinn Chapel Soccer Complex, 3950 Justin Road (covered pavilion with electricity)
- Peacock Park 3000 Old Setters Road, (covered pavilion)
- Spring Lake Park, 1350 Lexington Avenue (covered pavilion)
- Thrush Park, 950 Sun Ridge Drive (covered pavilion)
- Glenwick Park Amphitheater, 4100 Weldon (amphitheater)

Reservation Fees

Outdoor pavilions located in the Town's various parks may be reserved and rented through the Recreation Administration Office situated at the Community Activity Center.

Pavilion fees in the amount set forth for reservations by residents and/or nonresidents shall be paid in advance at the time of reservation of any pavilion(s). Pavilion rental fees shall not be refunded, exchanged, transferred or assigned except as specifically provided herein below due to inclement weather only.

Refunds are available due to inclement weather; provided however, that a request for refund be submitted to the Parks and Recreation Department in writing, no later than seven (7) days after the scheduled reservation. Failure to timely submit a request for refund forfeits the refund. Rescheduling in lieu of a refund is permitted based upon the availability of time slots and the reservation has to be rescheduled no later than seven (7) days after the scheduled reservation to be considered. Failure to timely submit a request to reschedule forfeits the opportunity for rescheduling.

Reservations may be rescheduled to another available time and date if any such revision or rescheduling is completed at least two (2) weeks in advance of the original reservation date.

Use of a pavilion through a reservation shall take priority over any other use of the same pavilion by any other person(s) or parties.

The fee schedule is as follows:

<u>Rental Rates</u>	<u>Resident Rates</u>	<u>Non-Resident Rates</u>
Flat fee to include up to four hours	\$50.00	\$75.00
Each additional hour after the first Four hours	\$10.00	\$15.00

Definitions

- Public Park - Includes all parks, playgrounds, sports fields, and recreational areas owned, leased, operated or under control of the Town.
- Motor Vehicle - Means all motorized vehicles.
- Alcoholic Beverages - Means alcohol and any beverage containing more than one-half of the percent of alcohol by volume, which is capable of use for beverage purposes, either alone or when diluted.

Rules and Regulations

- Hours – Park facility use should not extend outside the hours of the approved reservation/allocation request. No reservations will be allowed beyond 10:00 p.m. Amphitheater reservations will not be allowed after dark.
- Overnight Camping and Parking - It shall be unlawful for any person to camp, to park a vehicle or to place camping equipment overnight in any public park, except in areas designated by signage for such purpose or use unless authorized in writing by the Director of Parks and Recreation or his/her designee.
- Swimming and Pollution - It shall be unlawful for any person to swim, bathe in or otherwise pollute, the water in any fountain, pond, lake or stream in any public park, except where swimming is permitted in areas designated by signage for such purpose.
- Fires - It shall be unlawful for any person to make or kindle a fire in any public park or recreation facility except in picnic stoves, grills or other receptacles provided for such purpose, or as authorized in writing by the Director of Parks and Recreation or his/her designee. Always check with the Town's Fire Marshall for public burn bans during periods of drought.

- Animal Control - It shall be unlawful for any person to bring any animal, as defined in chapter 6 of this Code, into any public park or recreation facility that is not under immediate control of the person by means of a cage, leash or rope no longer than six feet.
- Animal Protection - It shall be unlawful to hunt, trap, kill, injure, remove or release any animal (excluding fish) in any public park, except with written approval of the Director of Parks and Recreation or his/her designee.
- Pooper Scooper - If a pet defecates in a public park or recreation facility, it shall be unlawful if the person in control of the animal does not immediately remove any excrement from park premises or dispose of it in a town provided trash receptacle
- Livestock - It shall be unlawful to ride or allow any type of livestock upon any public park or recreation facility except in areas designated for such purpose or with written authorization of the Director of Parks and Recreation or his/her designee.
- Loudspeakers/Amplifiers - It shall be unlawful to use loudspeakers and/or sound amplification equipment in any public park or recreation facility without the written approval of the Director of Parks and Recreation or his/her designee.
- Alcoholic Beverages - It shall be unlawful to possess alcoholic beverages in any portion of a public park or recreation facility, with the exception that the use of alcoholic beverages may be permitted during designated activities upon recommendation of the Park Board and with approval of the Town Council.
- Glass Containers - It shall be unlawful to possess glass beverage containers in any portion of a public park or recreation facility.
- Activity Disruption - It shall be unlawful for any individual or group to prevent, disrupt, interfere with or obstruct in any manner any authorized, permissible and/or organized activities, programs or uses in any public park.
- Refuse/Litter - It shall be unlawful to leave garbage, cans, paper or other refuse in a public park or recreation facility anywhere other than in the receptacles provided.
- Motor Vehicle Operation - It shall be unlawful for any person to operate a motor vehicle in, on, upon, over, across, and/or through any public park or recreation facility.
- Parking of Motor Vehicles - It shall be unlawful for any person to leave, stand or park any motor vehicle in any area not designated for such purpose. If designated parking areas do not exist and if not prohibited by appropriate signage, motor vehicles shall be parked on street, adjacent to the curb, or, if there is not a curb, adjacent to the edge of the roadway, whether improved or unimproved.
- Parking Obstruction - It shall be unlawful for any person to leave, stand or park any motor vehicle in any public park, or on or along any street, in or adjacent to a public park in such a manner as to block, obstruct or otherwise render inaccessible or unusable a vehicle entryway or exit or traffic circulation lane. The Town shall be authorized to have such vehicle removed at the owner's expense.

- Fees Charges or Solicitation of Donations - It shall be unlawful for any person to charge fees or solicit donations or contributions for any activity; to sell or offer for sale any food, drinks, confections, merchandise or commercial services; to conduct any commercial business activities of any kind; and/or to post, place or erect on any public park or recreation facility any advertising, notice, billboard, paper or other advertising device without the written consent and approval of the Town's Park Board.
- Construction - It shall be unlawful for any person to build, construct or place any structure or improvement, temporary or permanent, in any public park without the written consent and approval of the Town's Park Board.
- Weapons Possession - It shall be unlawful for any person other than a federal, state or local law enforcement officer or agent, to possess a loaded or unloaded firearm, (excluding handguns as authorized by the state concealed handgun statute), ammunition, bow and arrow, cross bow and arrows, any other type of loaded or unloaded projectile firing devices, in any public park or recreation facility.
- Damage/Defacement – It shall be unlawful to damage or deface any trees, plants, turf, structure, fence, bench, table, apparatus, or paved surface or other area.
- Damage Assessment - Any person convicted of damaging or defacing any improvements, equipment, structures, or authorized materials in any public park or recreation facility, regardless of whether such items are the property of the Town or of an individual or entity, or convicted of removing such items from any public park or recreation facility, shall be required to pay damage fees to include the cost of materials and labor for repair or replacement.
- Unauthorized Trespass - It shall be unlawful to enter any portion of a public park or recreation facility posted as “CLOSED – DO NOT ENTER \$50 - \$500 Penalty for Violation” unless approved in writing by the Director of Parks and Recreation or his/her designee.
- Failure to Comply - Failure to comply with park rules and regulations may cause the cancellation of the covered picnic area reservation/allocation and possible denial of the use of covered picnic areas in the future. Some rules and regulations carry misdemeanor penalties for violations and, upon conviction, shall be fined as provided in section 1-13 of the Town of Flower Mound Code of Ordinances.