

City of Rosenberg
Parks and Recreation Department

**PARK RESERVATION AND FACILITY USE
POLICIES**

Effective: August 5, 2009

Reservation Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.
Reservations: (832) 595-3520

Office Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.
Main Office: (832) 595-3960

Reservations Office Address: 3825 Hwy. 36 South, Rosenberg, TX 77471
Main Office Physical Address: 3720 Airport Road, Rosenberg, TX 77471
Mailing Address: P.O. Box 32, Rosenberg, TX 77471

Home Page: www.ci.rosenberg.tx.us

Brazos Park Pavilion
320 Houston Street
Rosenberg, TX 77471

Riverbend Park Ball Field
2601 Avenue A
Rosenberg, TX 77471

Community Park Basketball Pavilion
2000 Avenue A
Rosenberg, TX 77471

Sunset Park Pavilions & Ball Fields
2017 Mulcahy
Rosenberg, TX 77471

Garcia Park Pavilions & Ball Field
716 Blume Road
Rosenberg, TX 77471

Travis Park Pavilions & Ball Fields
3004 Avenue N
Rosenberg, TX 77471

Harwood Park Pavilion
1005 Frances Drive
Rosenberg, TX 77471

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PARK RESERVATION & FACILITY USE POLICIES

Applicants reserving Rosenberg Parks and Recreation facilities agree to abide by the following policies:

SECTION I: DEFINITIONS

1. City: refers to the City of Rosenberg, Texas.
2. Parks Board: refers to the Parks Board of the City of Rosenberg, Texas.
3. City Council: refers to the City Council of the City of Rosenberg, Texas.
4. RCCC: refers to the Rosenberg Civic and Convention Center of the City of Rosenberg, Texas.
5. Applicant: may be referred to as user, client, renter, customer and means the person completing the rental contract.
6. Non-profit Organization: an organization shall be considered a non-profit organization if they are currently recognized as exempt from federal income tax under section 501c (3) of the Internal Revenue Code (IRC).
7. Resident: a person, business or organization that resides within the corporate city limits of the City of Rosenberg, Texas.
8. Churches: an organization shall be considered a church if the request is made in writing, on official church letterhead and the leader of the church (i.e. priest/pastor/minister/reverend) is listed and can be contacted to verify any information.

SECTION II: ELIGIBILITY

1. In order to receive resident rental rates a valid Texas driver's license and any utility bill reflecting a City address will be required to show proof of residency. Applicants that have Rosenberg as the city on their license but the address does not fall within corporate city limits will not receive resident rates.
2. Applicants must be 21 years of age or older.
3. The person signing the contract must handle all transactions, inquires and changes.
4. Initial reservations or reservations requiring fees must be made in person. The City of Rosenberg will not accept phone reservations for initial reservations. No reservation shall be confirmed without printed confirmation from the RCCC.
5. City of Rosenberg parks facilities may not be subleased to another user, nor shall the use of the facility be for any purpose other than what was stated on the contract.
6. Gambling is strictly prohibited, per City Ordinance (Sections 14-177 and 24-48), in all Parks and Recreation facilities.

7. Park pavilions and ball fields may not be used by for-profit entities without prior approval from the RCCC Director, Parks and Recreation Director and Parks Board. Any use of park facilities by a for-profit entity without prior approval will result in immediate loss/withdrawal of the reservation.

SECTION III: RESERVATION PROCEDURES

1. Park facilities are available 365-days per year. Reservations for the following City Holidays must be made a minimum of 2-days (48 hours) in advance, Monday through Friday, 8 a.m. to 5 p.m.: New Years Eve, Good Friday, Easter, Independence Day, Labor Day, Fort Bend Fair Day, Thanksgiving Day, and Christmas Day. All other reservations require a minimum of 24-hours notice.
2. Facility reservations are on a first come, first served basis. Reservation confirmations must be signed and picked up in person at the RCCC.
3. Reservations for Recognized City of Rosenberg Youth Sports Associations (YSA): Recognized YSA's are allowed 1 reservation at the facility located where they play at no cost once per week. YSA's will be considered for exceptions to this policy upon written application to the Parks and Recreation Director if:
 - A. The requested use of the facility is for conducting programming that will benefit park users; and/or
 - B. The requested use is consistent with the mission of the Parks and Recreation Department; and/or
 - C. The use is for seasonal sports with registrations that are open to the entire community; and/or
 - D. The requested use does not interfere with programs or activities offered or scheduled by the Parks and Recreation Department.
4. Programs conducted by the City of Rosenberg and by Recognized YSA's will be given priority at all times. The City of Rosenberg reserves the right to change or cancel any reservation that may conflict with a City sponsored or recognized event or program.
5. The maximum amount of field reservations for one individual/team for practices will be limited to one (1) reservation per week and four (4) reservations per month.
6. Reservations for facilities other than sports fields and pavilions must be received in writing and receive approval at least thirty (30) days in advance of the event by the Parks Board.

SECTION IV: PAYMENT OF RENTAL FEES

1. Park facility rental fees are due to the RCCC no later than 24-hours before the scheduled event.
2. Fees are scheduled hourly. A breakdown of the fees for each facility is detailed below:
 - A. The Gazebo at Seabourne Creek Park rents for two hundred dollars (\$200.00) which covers a four (4) hour minimum. A fifty percent (50%) deposit of one hundred dollars (\$100.00) is required to confirm the reservation and to guarantee the facility will be returned to as good or better condition than existed prior to the scheduled rental. Deposits will be returned no later than thirty (30) days from rental date. A ten percent (10%) discount is also offered for Rosenberg residents with proof of residency.
 - B. All fields are free to the public if the space is open and no reservations have been made. Fields can be rented out without lights for five dollars (\$5.00) an hour for residents with proof of residency and seven dollars (\$7.00) an hour for non-residents. Fees for any leagues and/or tournaments include eight dollars (\$8.00) per game, ten dollars (\$10.00) an hour for lights, and a one hundred dollar (\$100.00) refundable deposit.
 - C. All pavilions are free to the public if the space is open and no reservations have been made. The Sunset Park Small Pavilion is rented out for five dollars (\$5.00) an hour for residents with proof of residency and seven dollars (\$7.00) an hour for non-residents.
 - D. All large pavilions at Community Park, Sunset Park, Travis Park, Garcia Park, and Brazos Park rent at five dollars (\$5.00) an hour for residents with proof of residency, and seven dollars (\$7.00) per hour for non-residents.

SECTION V: CITY PROPERTY

1. Applicants shall familiarize themselves with the facility and available equipment before making a reservation. The City of Rosenberg provides only the equipment that is listed on the City's website. Any additional equipment and/or supplies must be furnished by the applicant.
2. The City will not be responsible for any equipment that is not the property of the City, at anytime, in any park.
3. Applicants assume liability for the cost of repairing damage to the City's property or equipment caused by the applicants' activities.
4. The City reserves the right to require applicants, when it is deemed necessary, to provide public liability and/or property damage insurance and any other coverage to protect the property of the City.
5. Should the event require additional security, the applicant shall follow the rules outlined by City of Rosenberg Code of Ordinances (Section 24-156).
6. Per City Ordinance Section 4-10 all dogs, cats, livestock and poultry are prohibited in City parks. Any person who knowingly takes or holds any animal into a city park shall be subject to citation by an animal control officer and/or city police officer, regardless of whether or not the animal was under the physical, visible or audible control of such person. The ONLY exception to the City Ordinance is any animal used by an individual for medical purposes (i.e. sight assisting dogs).
7. Applicants agree to follow all City Ordinances regarding excessive noise. Per Section 14-93, it shall be unlawful for any person(s) to unreasonably disturb, injure or endanger the comfort, repose, health, peace of, and/or safety of others within the limits of the city.

SECTION VI: PERSONAL PROPERTY

1. Each park has a variety of tables and equipment available for your use. None of the equipment may be taken outside of or away from the facilities where they are located for any reason. Applicants will be liable for any of the equipment missing as a result of the applicant's use whether or not the applicant actually removed the equipment or not.
2. In the event that the park facility does not have an adequate number of tables or other items suitable for the applicant's needs, such items shall be rented at the applicant's expense. The City of Rosenberg is in no manner liable or responsible for personal property or rented items.

3. Lost items and damages: The City is not responsible for lost, damaged, and/or misplaced personal property placed in or on its' facilities or grounds.
4. No equipment may be brought into the parks without the permission of the Director of Parks and Recreation or his/her designee.
5. Storage: Applicants are not allowed to store equipment or supplies at the facilities other than during the hours that are specified on the contract unless arrangements are made in advance with the Parks department, and only if space is available.

SECTION VII: EVENT SECURITY AND SUPERVISION

1. Consumption of Alcohol and Glass Containers: Per the Code of Ordinances for the City of Rosenberg (Sections 21-49 and 21-50) any glass containers containing any beverage and/or any containers containing alcohol are strictly prohibited in City parks.
2. The City has the right to require a police officer(s) for any and all functions, taking into consideration the size of the group anticipated, the average age of the group, live entertainment and past experience with a group.
3. If assigned, security officer(s) are to begin with the first guest arrival and end by securing the facility at the end of the event. All costs associated with event security are the responsibility of the applicant. Arrangements must be made through the Rosenberg Police Department for security details.
4. If additional police officers are called out due to a disturbance and/or due to more attendees than on the contract, the applicant will be charged for the cost of additional security.
5. Youth: Groups comprised of persons eighteen (18) years of age or younger must have at least one (1) adult chaperone for every ten (10) guests. Chaperones must be twenty-one (21) years of age or older and chaperones must be present through the duration of the function, set up and clean up time included.

SECTION VIII: SET UP

1. The amount of time needed to set-up, hold the function and clean up shall be included in the amount of time scheduled for the event and shall be chargeable to the applicant at the rate set forth under the Fee Schedule.
2. The applicant must be present and available during the entire rental period.
3. Applicants renting the facility are limited to the hours specified on their contract.

4. Any use of a facility the day prior to a function or following a function will be billed at the posted hourly rate.
5. Electrical outlets available are for 110 volt only. Any bounce-houses or air filled structures need to be approved in advance by the Parks and Recreation Director and have their own generator.
6. Outside of the grills that are provided at some facilities, open flames and/or fireworks of any kind are prohibited.
7. Decorations may be secured in the pavilions by tape. Nails and screws are prohibited. No decorations will be attached to light fixtures of any kind at any facility. All decorative materials must be flame-resistant.
8. Parking is provided but may be limited by seasonal park facility use (i.e. Rosenberg National Little League games and/or practices). Applicants are required to park in designated parking spaces and not on the grass in any park.
9. Applicants may not post advertisements of any kind, including but not limited to signs, show bills, lithographs and posters.
10. All sports playing field areas, meaning all areas within the fences and/or boundaries of a field or court are deemed to be tobacco free areas. Use of chewing tobacco, snuff, cigarette, pipe or cigar smoking, and/or use of any other smoking equipment or device is prohibited from all sports playing field areas.

SECTION IX: ALCOHOLIC BEVERAGES

1. Per City Ordinance (Section 21-50), alcoholic beverages are prohibited from all City parks.
2. Per City Ordinance (Section 21-49), it shall be unlawful for any person to go upon a city park with any glass container.

SECTION X: CLEAN-UP

1. The applicant agrees to dispose of all trash in designated trash barrels at each facility. If the barrels are filled, the applicant agrees to bring all trash to the dumpster, if one is provided, on site and dispose of trash there. The applicant agrees to remove all decorations, tape and trash from the facility and dispose of properly. The facilities are expected to be in condition as good as or better than they were found prior to the reservation. If the facilities are deemed in worse condition than before the reservation, the applicant will be notified in writing for the first offense. Subsequent offenses will lead to denial of any additional reservation requests for a period of up to one (1) year.

SECTION XI: CHANGES, CANCELLATIONS AND REFUNDS

1. Changes to an agreement must be made Monday through Friday, 8:00 a.m. to 5:00 p.m. in person at the RCCC office. No changes to an agreement may be made on Saturday, Sunday and/or any City of Rosenberg holiday.
2. Changes will be subject to first-come, first-served. If another applicant has already reserved the time and/or space, the change request will not be honored.
3. In order to cancel a reservation and receive a full-refund, the applicant must cancel the reservation with at least twenty-four (24) hours notice, Monday through Friday, 8:00 a.m. to 5:00 p.m. with the RCCC office. Cancellations received with less than 24-hours notice may not receive a refund.
4. In the event of inclement weather, and/or other unforeseen circumstances and the applicant could not use the facility, the applicant may receive a full-refund. All refunds will be honored if requested within thirty (30) days of the reservation.
5. The City of Rosenberg reserves the right to revoke an agreement and/or suspend the right to reserve the facilities if the Park Reservation and Facilities Use Policy is not followed by the applicant.

SECTION XII: SERVICE ISSUES & EMERGENCIES

1. In case of an emergency, such as plumbing problems or power failures, the applicant shall contact the Parks Department, Monday through Friday, 8 a.m. to 5 p.m. To report problems after regular business hours, the applicant shall contact the Rosenberg Police Dispatch at 832-595-3700 and ask dispatch to contact the parks on-call personnel. This information is posted at every facility.
2. If City staff is called out to respond to an emergency that is not the fault or responsibility of the City, the applicant may be billed for unnecessary call outs.