



Park, Pavilion & Field **Public Event Request Form**

The City of Rosenberg boasts a comprehensive park system, which is open to the public 365 days a year, during regular park hours. Exclusive, private gatherings (birthday parties/baby or bridal showers/family reunions/etc.) are also allowed, provided a reservation permit is obtained for a nominal fee from the Rosenberg Civic Center.

Use of Rosenberg parks, pavilions and/or fields is permitted for public events as detailed below:

- Any group or organization wishing to hold an event for the general public must complete the attached form and submit it to the Parks & Recreation Department in one of the following manners:
 - Scan and email the form to RosenbergPARD@ci.rosenberg.tx.us
 - Fax the form to (832)595-3961
 - Drop the form off at the Rosenberg Civic Center located at 3825 Hwy. 36 South, Rosenberg, TX 77471, during normal business hours
- The Parks & Recreation Department recommends a lead time of 2-3 months for planning events in Rosenberg park facilities.
- Groups/organizations hosting events in Rosenberg park facilities must comply with all City Ordinances as well as the guidelines set forth in the *Park Reservation Policies*.
- Once a request form has been submitted, a meeting will be scheduled between City Staff and group/organization contacts to discuss event details.
- Requests for use of all Rosenberg park facilities will be at the discretion of appropriate City personnel.
- In most cases, event organizers will appear before the Parks & Recreation Board to receive a recommendation on the requested event. The Parks & Recreation Board meets on the 4th Thursday of each month at 6:00 p.m. in the Rosenberg Civic Center.
- Following approval by the Parks & Recreation Board, all rental fees must be paid. Rental fees for park facilities are as follows:
 - \$9.00/hour for pavilions
 - \$9.00/hour for fields without lights
 - \$25.00/hour for fields with lights
 - \$50.00/hour for R. W. Lindsey Gazebo in Seabourne Creek Nature Park
(2 hour minimum rental time and damage deposit applies)
- Additional fees may include, but are not limited to: Special Event Permit fee, Temporary Food Service Permit fee, costs associated with security and/or traffic control provided by Rosenberg Police Department, damage deposit.
- Due to high demand, the Parks Department is unable to waive park facility fees for any group, including those holding federal 501(c)(3) certificates.
- The Parks & Recreation Department will share approved flyers for events in Rosenberg park facilities on the department's Facebook page at www.Facebook.com/RosenbergPARD.

***The Parks & Recreation Department thanks you for your interest in the Rosenberg park system.
We look forward to working with your organization to insure your event is a success!***