



PARKS & RECREATION DEPARTMENT PARK RESERVATION POLICIES & PROCEDURES

Effective: February 4, 2016

All park, field and pavilion reservations must be made in person at the

Rosenberg Civic Center

3825 State Highway 36 South

Rosenberg, Texas 77471

Phone (832)595-3520

Monday-Thursday 7:30 am-5:30 pm; Friday 8:00 am-5:00 pm

Brazos Park	<i>320 Houston Street</i>
1 Lighted pavilion, 10 picnic tables and 4 barbeque grills Basketball court, tennis court, sand volleyball, walking/jogging trail & disc golf course Playground equipment, restrooms, water and electricity	
Harwood Park	<i>1005 Frances Drive</i>
1 Pavilion, 1 picnic table Playground equipment and water	
Macario Garcia Park	<i>716 Blume Road</i>
3 Pavilions, 8 picnic tables (2/2/4) and 2 barbeque grills 1 Lighted basketball court, 1 Lighted, adult softball field, 1 Football/soccer field Playground equipment, ¼-mile walking trail, restrooms, water and electricity	
Riverbend Park	<i>2601 Avenue A</i>
1 Baseball field and restrooms	
Seabourne Creek Nature Park	<i>3831 Hwy. 36 South</i>
1 Gazebo (1025 sq. ft.) with lights and electricity, 3 Picnic shelters, 1 picnic table each 4-Acre stocked lake (fishing license required), walking/jogging trails, disc golf course Nature Park with bird sanctuary, butterfly garden, prairie restoration area, demo garden & wetlands Restrooms and water	
Seabourne Creek Regional Sports Complex	<i>3701 Fountains Drive</i>
1 Pavilion, 4 picnic tables (no electricity available) 3 Lighted, little league baseball fields and 1 lighted, girls' softball field 2 Football/soccer fields Boundless playground, Restrooms, water and electricity	
Sunset Park	<i>2017 Mulcahy Street</i>
2 Lighted pavilions, 18 picnic tables (12/6) and 4 barbeque grills Tennis courts, basketball court, sand volleyball court & walking/jogging trails 1 Lighted softball field, 1 Lighted little league field and 1 lighted big league field Playground equipment, restrooms, water and electricity	
Tony Becerra Park	<i>2000 Avenue A</i>
1 Lighted basketball court/pavilion, 6 picnic tables and 1 barbeque grill Brazos River canoe/kayak launch Playground equipment, restrooms and water	
Travis Park	<i>3004 Avenue N</i>
2 Lighted pavilions with 15 picnic tables (10-5) and 4 barbeque grills 2 Lighted basketball courts, 1 lighted adult softball field and 1 lighted girls' softball field Walking/jogging trail, playground equipment, restrooms, water (no electricity available)	

*****Number of tables in pavilions may vary and are not guaranteed*****

Those reserving Rosenberg Parks, Fields and/or Pavilions agree to abide by the following:

SECTION I: DEFINITIONS

1. **City** – refers to the City of Rosenberg
2. **Parks Board** – refers to the Parks & Recreation Board the City of Rosenberg
3. **City Council** – City Council of the City of Rosenberg
4. **RCC** – refers to the Rosenberg Civic Center
5. **Renter/User/Client/Customer/Applicant** – refers to the person completing and signing the rental contract
6. **SCRSC** – refers to Seabourne Creek Regional Sports Complex
7. **YSA** – refers to Youth Sports Associations formally recognized by the City of Rosenberg

SECTION II: RESERVATION PROCESS

1. Rosenberg parks, fields and pavilions are free to use on a first come, first serve basis provided no reservations exist. Anyone showing a City Park Permit has precedence for use.
2. City park facilities are available to rent by residents and non-residents, 21 years of age or older. Park facilities are open 365 days per year and may be used between the hours of 8:00 am and 10:00 pm. ***The pavilion at SCRSC is available for rent only on specified Saturdays and Sundays, during daylight hours.***
3. All reservations for park permits must be made in person at the RCC during regular business hours; phone reservations will not be taken.
4. Rental use shall be limited to the purpose stated on the contract. City of Rosenberg park facilities may not be sub-leased or used for the purpose of making a profit.
5. The person signing the rental contract must handle all transactions, inquiries or changes and be present at all times during the rental.
6. The Rosenberg Civic Center will not accept any pavilion or field reservations after 3:00 pm on Friday (or Thursday in the event of a Friday holiday) for the upcoming weekend.
7. City of Rosenberg and YSA activities will be given priority at all times; the City reserves the right to change or cancel any reservation that may conflict with those events.
8. Athletic teams/individuals registered and in good standing with any City league will be allowed one (1) reservation per week up to four (4) reservations per month for practices, at the appropriate site.
9. Any event involving large groups, the general public and/or street closures must schedule a meeting with Parks and Recreation Department staff and complete a Public Event Request Form, which can be found on the City's website at www.CityofRosenberg.com.
10. Any event where food will be sold or given to the general public requires a permit from the City's Health Department. Food service permits will not be issued without a valid reservation permit.

SECTION III: RENTAL FEES

1. Park facility fees are \$9.00 per hour for residents and non-residents. Fees for field rentals which require lights will be a flat rate of \$25.00 per hour for residents and non-residents. All rental fees are due, in full, at the time of the reservation and can be paid with cash, check or credit card. An additional 5% service fee will be assessed to all credit card transactions.
2. The R.W. Lindsey Gazebo at Seabourne Creek Nature Park is available for rent during park hours at a rate of \$50.00 per hour, with a two (2) hour minimum. An additional 50% of the rental fee is required as a damage deposit at the time of the rental, and will be refunded within thirty (30) days of the rental, minus any deductions for damages or cleanup. All cancellation/refund requests will follow the guidelines stated below.

SECTION IV: CHANGES, CANCELLATIONS & REFUNDS

1. Changes, cancellations and refund requests must be made in person at the RCC during regular business hours. Original permits must be presented, and a Cancellation/Refund Request form must be completed. Changes cannot be made on Saturday, Sunday or any City holiday.
2. Changes to reservations will be made on a first-come, first-served basis (one time) and must be done at least one (1) business week in advance of the original rental date.
3. Cancellation requests must be made at least one (1) business week prior to the rental date. Cancellations made within one (1) week of the rental date will not be eligible to receive a refund.
4. City parks are outdoor venues, and as such, susceptible to variations in the weather. Refund requests due to inclement weather will only be considered in extreme conditions, and if the weather occurs during the hours specified on the rental agreement.
5. The City reserves the right to revoke an agreement and/or suspend rental privileges should any of these policies not be followed. Refund requests in this instance will not be honored.

SECTION V: CITY ORDINANCES RELEVANT TO PARK RENTALS

1. Per City Ordinance (Chapter 4 Article I Section 4-10), all animals (except wildlife) are prohibited from city parks. Exceptions will be made for animals used for medical purposes (*i.e. seeing-eye dogs*).
2. Per City Ordinance (Chapter 14 Article V Section 14-93), it is unlawful for any person(s) to unreasonably disturb, injure or endanger the comfort, repose, health, and peace of safety of others within the limits of the city.
3. Per City Ordinance (Chapter 21 Article III Section 21-49), glass containers of any kind are prohibited in city parks.
4. Per City Ordinance (Chapter 21 Article III Section 21-50), prohibits the consumption of alcohol in city parks.
5. Per City Ordinance (Chapter 21 Article III Section 21-52), use of tobacco products is prohibited in city parks.
6. Per City Ordinance (Chapter 21 Article III Section 21-53), use of unmanned drones is prohibited in all city parks.
7. Per City Ordinance (Chapter 28 Article VII Section 28-200), motorized vehicles are prohibited in city parks.
8. Violators of any City Ordinance are subject to citation. A complete copy of the Code of Ordinances for the City of Rosenberg may be found at www.municode.com.

SECTION VI: CITY PROPERTY

1. The City provides only the equipment listed within this policy; additional items must be furnished by the client. Renters assume liability for the cost of repairing or replacing any City property damaged by the applicant's activities.
2. Use of "dry" inflatables (bounce house/moonwalk) is allowed, through compliance with the Parks Department's Bounce House User's Agreement. Inflatable equipment may only be used in conjunction with a valid park permit and a generator to provide power. No waterslides or other activities which require water are permitted.
3. ***The pavilion at SCRSC is subject to the following additional restrictions:***
 - a. ***Piñatas are prohibited***
 - b. ***Confetti of any kind is prohibited***
 - c. ***Use of inflatable equipment is prohibited***
 - d. ***Use of ground stakes to anchor any equipment is prohibited***
4. Park equipment may not be taken outside of, or away from, the facilities where they are located for any reason. Renters will be liable for any equipment missing as a result of their event.
5. Electricity provided at City parks is limited and will only support small, household appliances (i.e. crock pots, radios, etc.). Generators are required to run larger items, such as inflatables, popcorn and cotton candy machines and music equipment/speakers.
6. 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 City property.
7. Renters are required to park in designated parking spaces and not on the grass in any park. Parking may be limited by seasonal park facility use (i.e. YSA games and/or practices).

SECTION VII: PERSONAL PROPERTY

1. The City will not be responsible for any equipment that is not the property of the City, at any time, in any park.
2. No equipment may be brought into the parks without the permission of the Parks and Recreation Director or his/her designee. The City does not allow for the storage of any equipment at park facilities unless prior arrangements are made with the Parks and Recreation Department.

SECTION VIII: SET UP & CLEAN UP

1. Hours needed for set up and clean up must be included in the rental reservation. Use of a facility the day before or the day after a function will be billed at the posted hourly rate.
2. Electrical outlets are 110 volts. Items requiring larger voltage (bounce-houses, musical equipment, cooking apparatus) must have their own generators.
3. Aside from the grills provided for cooking purposes at the parks, open flames and/or fireworks of any kind are prohibited.
4. Decorations may be secured in the pavilions by tape. Nails, screws, staples and glue are prohibited. ***Piñatas and confetti of any kind are strictly prohibited in the pavilion at SCRSC.*** Decorations may not be attached to light fixtures and must all be made of flame-resistant materials.
5. Vehicles should never drive on or park on the grass at any City park.
6. Renters may not post advertisements of any kind (signs, show bills, lithographs, posters, etc.)
7. Renters must dispose of all trash in designated receptacles. If the trash barrels are filled, the client agrees to bring all trash to the on-site trash dumpster, if one is provided. Trash includes, but is not limited to, decorations, paper products, food, and drink items.
8. Renters should leave a facility in the same, or better, condition than they found it. Failure to properly clean will result in written notice and possible future loss of rental privileges.

SECTION IX: EVENT SECURITY & SUPERVISION

1. The City reserves the right to require a police officer(s) for any function, depending on the size and age of the anticipated crowd, scheduled entertainment and past experience with a group.
2. Should an event require security, the applicant shall follow the rules outlined by City of Rosenberg Code of Ordinances (Section 24-156).
3. If needed, police officer(s) are to be onsite when the first guest arrives and must remain until the facility is vacated at the end of the rental. All costs associated with security are the responsibility of the renter and must be arranged through the Rosenberg Police Department.
4. If additional police officers are called out to an event due to a disturbance and/or due to more attendees than specified on the contract, the renter will be responsible for additional costs.
5. Rentals involving people under the age of 18 must have at least 1 adult chaperone for every 10 guests. Chaperones must be 21 or older and be present throughout the event, set-up and clean up.

SECTION X: SERVICE ISSUES & EMERGENCIES

1. For service issues, such as plumbing, electrical or other safety issues, renters should call the Parks Department, Monday through Friday, 8:00 am to 5:00 pm at 832-595-3960. For after-hours response, please call Rosenberg Police Dispatch at 832-595-3700 and request the Parks "on-call" employee. Emergency information is posted at every facility.
2. For other emergencies or disturbances, renters should contact Rosenberg Police Dispatch at 832-595-3700 or dial 911. Emergency information is posted at every facility.
3. If staff is called to respond to an issue that is not the fault or responsibility of the City, the renter may be subject to additional fees.