



***PARK PAVILION
RENTER USE AND RESPONSIBILITIES
MEMORANDUM***

As a renter of a City of Round Rock, Parks & Recreation Facility, the following are your responsibilities with regard to your reservation:

RENTER'S AGREE to pick up after their function. All trash, food, debris, etc. must be picked up on and around the area of rental. If necessary, pavilions should be swept and tables cleaned.

The renter is to remove all trash bags from the receptacles and place the bags in the dumpster located in the parking area.

Reservation Time: The hours of rental availability are from 8:00 am – 12:00 am. All city parks must be vacated by 12:00 am (midnight), per city ordinance. (Noise ordinance is 10:00PM). Change in reservation time, may not be adjustable after firming up rental.

Reservation Fees: Upon time of reservation, the deposit and fees are due to secure the date. All fees will be deposited the same business day.

Renter Age Requirements: The renter must be 21 years of age or older at the time the reservation is made. We reserve the right to require the renter to show proof of age. The renter must stay on site at all times.

Special Requests: Moonwalks, Petting Zoos, Clowns, Trains, Ponies, and other vendors are required to supply the Parks and Recreation Department with a Certificate of Liability Insurance faxed to 512-218-5548. Bands with music equipment requiring additional electrical power or vendors needing to stake anything into the ground will need special permission due to irrigation and sprinkler systems. *Additional fees will be required for all the above.*

Parks & Recreation are not responsible for any personal items left at any parks facility.

REFUND POLICY: Reservations must be cancelled 30 days prior to the event to receive a full refund less the administrative fee of \$25.00. Cancellations made 14 days prior to the reservation will not receive a refund. All deposits will be processed and refunded up to 3 to 4 weeks after the reservation date. In the event of a rain out or power outage, reservations can remain as a credit or refund.

Day 30 – FULL	Day 29 – 15 – Half	Day 14 - None
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updated 06/07/07