

FACILITY RESERVATIONS POLICIES

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Reservations for facility should include in their request sufficient time as may be required for decorations, set-up, breakdown, and clean up. Reservations are only for the time-period that is paid for.

Reservations will only be accepted from adults (21 years or older). Reservations for youth or children's groups must provide a minimum of two (2) chaperons for functions of fifty (50) or fewer in attendance and one chaperon for each additional twenty-five (25) guests. Chaperons must be present before the facility is opened and must remain throughout the entire function.

CANCELLATION OR TRANSFER POLICY

A thirty-day (30) notice is required in order to cancel or transfer a reservation. There will be a \$5 charge for canceling or transferring a reservation.

Reservations are not confirmed until the application and rental fee have been filed and approved by the Community Services Department.

DAMAGE DEPOSIT

Recreation Centers, Activity Buildings and Festival Gardens: A \$50 damage deposit will be required for the rental of these facilities. Inspection of the rentals will be made following your reservation. The City of Abilene expressly reserves the right to retain the renter's deposit if the facility is not left in satisfactory condition, the deposit will be forfeited, and applicant will be responsible for any additional cost to repair/replace any damages to the facility.

Recreation Centers deposit must be paid at time reservation is made. Deposit made and keys for the Activity Buildings and Festival Gardens must be picked up at the Community Services Office, 633 Walnut by the last business day prior to the reservation.

SPECIFIC GUIDELINES

The individual(s) renting the facility shall not bring or permit any persons to bring into the building any animals, with the exception of animals assisting people with disabilities, without written consent from the Director of Community Services Department.

Advance reservations are considered on a first-come, first-served basis for up to five years in advance. Reservations must be paid for all the years reserved. Reservations are

subject to any price increase approved by the City Council. Any additional rental fees will be due before the reservation. While reservations will be accepted months in advance, there is a minimum notice of three (3) working days required in order for a reservation to be accepted.

Compliance with all city, state, and federal laws is required. Facilities are not available for overnight use.

The Community Services Department reserves the right to deny or cancel a reservation for failure to observe rules during previous use of facilities.

All City of Abilene buildings, facilities and parks are considered "**Smoke Free**" areas. Therefore, **smoking is prohibited** inside all City buildings or Parks. Further, public entrances to City buildings and facilities are considered designated "Smoke Free" zones. Accordingly, smoking is prohibited at or near public entrances to City buildings and facilities. Compliance of all city ordinances is required at all rental facilities.

Alcoholic beverages, illegal substances, and/or gambling are prohibited, in or around the facility. Any beverages that violate this guideline are subject to seizure, and the offending person(s) may be required to leave the premises. Any illegal behavior will be reported to the appropriate laws enforcement authority, and may cause the offending party to be subject to criminal prosecution and deposit forfeited.

Insurance Coverage (Optional): See Exhibit "A" if applicable.

The individual(s) renting the facility shall not bring or permit anyone else to bring into the leased premises or keep therein anything that will increase the hazard of the facility or any property therein.

The individual(s) renting the facility shall indemnify and hold harmless the City of Abilene and its employees from and against any and all causes of action, losses, and costs (including statutory liability and liability under worker's compensation laws) in connection with claims for damages as a result of injury or death to any person or property damage to any property sustained by the individual(s) renting the facility or any and all other persons which arise from, or in any manner grow out of, any act or neglect on or about the facility by the individual(s) renting the facility, guests or invitees.

☐ RECREATION CENTER RESERVATIONS

Reservations may be made in person at the Community Services Department, 633 Walnut, between 8 a.m. and 5 p.m., Monday-Friday or at any Recreation Center during their normal business hours. You may call the recreation centers at:

Daniels Rec. Center	(325) 676-6443
Chavez So. Park Rec. Center	(325) 676-6442
Cobb Rec. Center	(325) 676-6447
Rose Rec. Center	(325) 676-6445
Sears Rec. Center	(325) 676-6440

or the Community Services office at (325) 676-6217 for information on availability. Checks should be payable to City of Abilene.

The schedule of activities and recreation programs established by the Community Services Department will always take precedence over a reservation. Facility may be rented only when reservations do not conflict with City schedule. City, state, or national elections will override any reservation. If your reservation must be changed due to an election, every effort will be made to accommodate you by moving your reservation to a different facility or a different date, however if other accommodations cannot be made, a full refund will be issued. The City of Abilene accepts no responsibility for any expenses incurred in altering your reservation due to an election.

A recreation staff member will open and close the Recreation Center for reservations and will be on duty throughout the reservation time.

The reserving party is responsible for clean up of the areas used. These areas shall be left in the same condition as before the reservation. The individual(s) renting the facility shall set up and take down or return the tables and chairs to their original places, wipe down the tables and chairs used, remove visible trash, food, and spills from floors, and take all trash to the outside trash receptacle. Necessary items needed to complete the cleaning will be available. If an area is not in acceptable condition before your use, inform the staff. This person will conduct an inspection of the facility before you leave, and the reserving party will be responsible for any additional cost for repairs or cleaning of the facility.

All decorations must be removed and may not be attached with nails or tacks.

The reserving party is responsible for the action of all persons attending the reservation at all times. This includes all minor children.

☐ ACTIVITY BUILDING RESERVATIONS

Reservations may be made in person at the Community Services Department, 633 Walnut, between 8 a.m. and 5 p.m., Monday-Friday. You may call Community Services at (325) 676-6217 for information on availability. Checks should be payable to City of Abilene and if mailed should be sent to Community Services Department, P. O. Box 60, Abilene, TX 79604.

The individual(s) renting the facility shall set up and take down the tables and chairs, and take all trash to the outside trash receptacle. Wipe tables and floors of any spills. The individual(s) renting the facility shall secure all doors and windows before leaving the facility. The custodian will check after each reservation to ensure that no damage to the facility has occurred. All decorations must be removed and may not be attached with nails or tacks.

☐ FESTIVAL GARDENS RESERVATIONS

Reservations may be made in person at the Community Services Department, 633 Walnut, between 8 a.m. and 5 p.m., Monday-Friday. You may call (325) 676-6217 for information on availability. Checks should be payable to City of Abilene and if mailed should be sent to Community Services Department, P. O. Box 60, Abilene, TX 79604.

When the Festival Gardens are reserved, access may be controlled, and all amenities are for the sole use of the reserving party.

The individual(s) renting the facility shall be responsible for providing all necessary chairs, tables, risers, etc., beyond what is available at the Festival Gardens.

Do not use barbecue grill(s) under the canopy of any tree.

The reservation is not confirmed until the application and rental fee have been filed and approved by the Community Services Department.

The individual(s) reserving the facility shall be responsible for placing all litter in proper receptacles and for the cost of repairing any damages resulting from the function.

All decorations must be removed and may not be attached with nails or tacks.

No smoking or alcoholic beverages allowed in the Festival Gardens.

No use of water for water slides are allowed at any City Park. Air Castles are allowed with no water. Check with Recreation Centers for use of castle inside bldg.