

# Park Pavilion Rental Request Form

**Pavilion reservation requirements:**

- Made at least 7 days in advance in person at the Mansfield Activities Center
- Renter is 21 years or older, on-site for the duration of the rental
- Rental must be for at least 2 hours
- Made on written form with 1 form of ID
- Pay all rental fees on date request is made

RENTER INFORMATION		
Renter Name:	Organization:	
Address:		
City:	State:	Zip Code:
Phone #:	Email:	
Second Signer (optional):	Second Signer Phone #:	

RENTAL INFORMATION		
Date of Event:	Estimated Attendance:	
Day of the Week: Sun Mon Tue Wed Thu Fri Sat		
Start Time*:	AM/PM	End Time*:
		AM/PM <span style="color: red; font-size: small;">*You must include set up &amp; clean up time in rented time.</span>
Event Type:		
<input type="checkbox"/> Bridal Shower	<input type="checkbox"/> Sports Team Party	<input type="checkbox"/> Birthday Party : Age _____
<input type="checkbox"/> Baby Shower	<input type="checkbox"/> Wedding	<input type="checkbox"/> Meeting: Type _____
<input type="checkbox"/> Quinceañera	<input type="checkbox"/> High School Graduation	<input type="checkbox"/> Other: Type _____
<input type="checkbox"/> Church Service	<input type="checkbox"/> College Graduation	<input type="checkbox"/> 5K/Race (Add'l form needed)
Details of Event:		
<b>Special Considerations:</b>		
Will you have any of the following? <b>Circle</b> items you will have:		
- Street closure, Mass Gathering (100+ ppl for 6+hrs), Event with General Public Invited (If yes, see Linda Johnson for Special Event Permit)		
- Entrance fee, Animals, Concessions/Fundraising, Promotional Displays, Port-a-potties (If yes, Recreation Superintendent approval required)		
- DJ, Band, Boombbox music, BBQ Grill (parking lot only), Bounce House (If yes, Supervisor approval required)		

FACILITY INFORMATION	
<b>Facility Requested - Hourly Rates Listed:</b>	
Rose Park (303 N. Walnut Creek Dr)	Town Park (500 N. Main St)
<input type="checkbox"/> Large Pavilion (\$25/Res, \$35/NR)	<input type="checkbox"/> Large Pavilion (\$25/Res, \$35/NR)
<input type="checkbox"/> Small Pavilion (\$10/Res, \$15/NR) # _____	<input type="checkbox"/> Amphitheater (\$40/Res, \$50/NR)
McClendon Park East (740 W. Kimball St)	McClendon Park West (799 W. Broad St)
<input type="checkbox"/> *Small Pavilion (\$10/Res, \$15/NR)	<input type="checkbox"/> Small Pavilion (\$10/Res, \$15/NR)
McKnight Park West (N. Wisteria St)	* Restrooms are not available at these locations.
<input type="checkbox"/> *Small Pavilion (\$10/Res, \$15/NR)	

**FULL POLICIES LISTED ON BACK**

SUPERVISOR USE ONLY	STAFF USE ONLY
<input type="checkbox"/> Event with 100+ attendance - Notify Kyle Lanier with Mansfield PD and Toby Fojtik with Parks.	<input type="checkbox"/> Policies Signed (Signature Pad)
<input type="checkbox"/> Officer Required	<input type="checkbox"/> Copy of Driver's License
<input type="checkbox"/> Background Check Completed	<input type="checkbox"/> Request is at least 7 days in advance
Supervisor Approval:	Rental #:
	Booking Staff:
	Date:

## Pavilion & Amphitheater Rental Policies

### Availability:

- A special event permit is required for the following types of events: Mass gatherings (more than 100 people for over a six (6) hour time period) where the general public is invited (i.e. circus, carnival, parade, music festival) OR when any portion of a City street within the City right-of-way is to be temporarily restricted or closed (i.e. Block Parties, Bike Rides or 5K Walk/Runs on City Streets).
- The Director of PARD or designee has the right to refuse rental if the proposed event conflicts with scheduled events of PARD or if the proposed use is perceived to be physically detrimental to the facility. All rentals must be approved in writing by the Mansfield Activities Center Supervisor or designee. Exceptions to the rental policy may be permitted with prior approval of PARD.

### Set Up Requirements:

- It shall be the responsibility of the person signing the rental agreement to be on-site for the entire duration of the rental and to comply with and enforce all PARD policies, rules, and regulations pertaining to pavilion and amphitheater usage.
- Renter shall comply with all laws – federal, state and local – including all ordinances of the City of Mansfield and all rules, regulations, and requirements of the Parks and Recreation, Police, and Fire Departments.
- Renter is responsible for the set up and clean up of the facility and must include time needed for set up, decoration, and clean up in the requested rental time.
- Renter shall be permitted to use only the areas which have been rented during the time that they have been rented. Renter shall not do or permit to be done, in or upon any portion of the facility or its premises, anything that will obstruct or interfere with the rights of the other renters of the building.
- At no time shall a renter sub-lease or assign its rental to another individual, group, or organization.
- Additional services which are not normally provided by the City such as special sound and lighting equipment, additional stage facilities, extra electrical and utility services, etc., must be furnished solely by the individual or association who agrees to acquire necessary electrical, health, sound, and other permits as may be required and to comply with all codes and laws of the City of Mansfield.
- Water access is limited to the restroom sinks and water fountains.

### Decorations:

- A limited number of picnic tables are available for use by the renter. Renter requiring additional services/equipment other than which are normally provided by the facility must be furnished solely by the renter and are subject to the department's approval. Renter agrees to assume all necessary expenses.
- Renter shall not be permitted to nail, tack, screw, or otherwise physically attach materials to any part of the facility. Masking tape, painter's tape or scotch tape are preferred, if necessary. No items may be hung from the ceiling. All decorative materials must be treated with flame proofing and meet the requirements of the City of Mansfield Fire Codes.
- All decorations must remain inside area that is rented and completely removed at conclusion of rental.

### Cleaning Requirements:

- All trash must be bagged and disposed of properly in trash receptacles.
- All decorations must be removed.

### Cancellation:

- If a rental needs to be rescheduled due to weather or schedule conflicts, the renter must contact the Mansfield Activities Center by the next business day following their rental date to reschedule or request a refund.

### Security Requirements:

- One chaperone (at least 21 years old) shall be required for every 25 minors (up to 18 years of age). Chaperones shall be present when the rental begins, be present throughout the rental time, and shall not leave the area until all youth have vacated the immediate area.
- PARD staff shall reserve the right to determine whether police security shall be required during a scheduled activity and, in collaboration with the Mansfield Police Department, shall determine the amount of security required during the occupancy of the facility. If the renter refuses to assume the cost of such police security, then the rental shall be subject to cancellation. If a rental requires an off-duty officer, a background check will be completed on the renter.
- All applications must state the maximum expected attendance. A rental may be shut down immediately by the Mansfield Activities Center staff or Mansfield Police Department without refund of deposit or rental fees on the following conditions:
  - If expected attendance exceeds maximum number stated by greater than 10%.
  - Breach of the Peace.

### Prohibited Activities and Items:

- Commercial solicitation and transactions are prohibited.
- Firearms, golfing, archery, remote control vehicles including planes, and horseback riding are prohibited. Pets shall be kept on a leash at all times.
- Glass containers and/or alcoholic beverages ARE NOT permitted in the parks, leased facilities, or parking lots.
- Where vehicle parking lots or areas have been set aside in any park in the city, no vehicle shall be driven over or across the curbs, sidewalks, grass or lawn within the park, and vehicles shall be parked in the parking lots or areas as designated and not elsewhere unless approved by PARD Director.
- Campfires and open burning is not allowed in any City Park. Personal barbeque grills are allowed in the parking lot only.

### Disclaimer:

- PARD reserves the right to cancel a rental at any time. Any rental found to be in violation of the rules stated will be subject to loss of its security deposit and shall be grounds for prohibiting future use of PARD facilities.
- Renter agrees to indemnify and hold harmless the City, its agents, and employees from and against any claims for damages to persons or property arising out of any use of the facility and its premises by renter. The renter does hereby assume all liability and responsibility for bodily injuries, claims, or suits for damages to persons or property of whatsoever kind or character, whether real or asserted, occurring in connection with the use of the facility or its premises by renter, his or its agents, servants, employees, contractors or subcontractors. The City assumes no responsibility for any property placed in or about the facility.

I have read and understand the Pavilion and Amphitheater Rental Policies.

**YOUR SIGNATURE WILL BE COLLECTED ON THE SIGNATURE PAD DURING BOOKING.**