



## Lease Guidelines

Park Pavilion

City of Frisco Parks & Recreation | Play Frisco

### **Highlights**

1. Licensee must be 18 years of age or older to enter into a license agreement. The Licensee must be present during the entire reservation period.
2. Pavilion reservations are accepted from fourteen days to six months in advance of desired rental date.
3. Payments are accepted online [Park Pavilion & Event Reservations | Frisco, TX - Official Website \(friscotexas.gov\)](https://www.friscotexas.gov/parks-recreation/park-pavilion-event-reservations)
4. Reservations for Neighborhood Park Pavilions are not accepted, thus are available on first-come basis.
5. Expected event attendance may not exceed 300 people at any given time.
  - o Frisco Commons may not exceed 100 people.
  - o Any event with 100 or more people will require \$100 special event fee and event insurance.

### **Booking Policies**

1. Pavilion reservations are accepted fourteen days to six months in advance of desired rental date.
2. Use of pavilions within a two-week window are first come first serve.
3. Reservations will not be held and will only be confirmed once completed documents and full payment is received.
4. Licensee must be at least 18 years of age and be on-site and provide supervision at all times.
5. Reservations for Neighborhood Park Pavilions are not accepted, thus are available on first-come basis.
6. Pavilion rental cancellations must be made at least 48 hours in advance to receive a full refund.
7. The rental agreement/receipt acts as the Permit authorizing use of the facility.
8. Inclement Weather Policy - Weather is unpredictable; therefore, reservations are made at your own risk. If there is inclement weather during your rental hours, you have three days from the date of your reservation to notify the office in order to receive a full refund.
9. No cancellations will be accepted prior to your event based on a predicted weather forecast. Refunds will not be issued in the event of extreme temperatures or light to moderate rain. The City of Frisco reserves the right to make the final decision on questionable weather.

### **Payments**

1. Payments are accepted online [Park Pavilion & Event Reservations | Frisco, TX - Official Website \(friscotexas.gov\)](https://www.friscotexas.gov/parks-recreation/park-pavilion-event-reservations)
2. Reservations will not be held and will only be confirmed once completed documents and full payment is received.

### **Staff**

For facility maintenance or other rental issues during reservation, please contact the Parks & Recreation on-call personnel at 214-869-4219.

**General Rules of Conduct****A. General**

1. Licensee is responsible for the care and upkeep of the reserved area or facility during the time identified in the reservation and will clean up the area or facility after use. The facility and equipment shall be returned to the condition and location they were in prior to the commencement of the activity.
2. Licensee shall assume full responsibility for the character and conduct of everyone in their party during the License. If there is a violation of any policies by person(s) in party and it is not corrected immediately, Play Frisco staff has the right to terminate the event with no refund.
3. Expected event attendance may not exceed 300 people at any given time.
  - Frisco Commons may not exceed 100 people.
  - Any event with 100 or more people will require \$100 special event fee and event insurance.
4. All trash shall be disposed of in the proper receptacles. Licensee is responsible for the cleanup of the reserved premises and adjacent areas.
5. No aircraft, no glass, no swimming, no boating, no petting zoos, no balloon releases, no amplified sound.
6. Color-throw events are prohibited in all parks, pavilions and trails.
7. Use of confetti, pinatas, water balloons, dunking booths and water slides are prohibited.

**B. Cleaning and Trash**

1. All refuse must be disposed of in appropriate supplied containers upon the completion of the reservation.
2. Property damages, including failure to clean after an event, will result in fees assessed after the event if necessary.
3. Licensee must remove all items carried into the facility at the end of their contracted time. This includes all table coverings, decorations, food, beverages, trash and entertainment equipment.

**C. Safety & Security**

1. Licensee must ensure that reasonable safety measures are taken as to the safety of guests and vendors in the facility. Licensee must ensure guests and vendors comply with all facility guidelines, rules, and regulations.
2. No fireworks, air guns, bows and arrows, slingshots, firearms or any device that may create a fire hazard or danger the public.
3. Security cameras at the facility are for monitoring facility security only; cameras may not be used for event security.
4. Security cameras may not be covered at any time.

**D. Other Considerations**

1. City-sponsored special events and recreational programming will have scheduling priority over rental events, including recurring reservations.
2. No removal of City property from the Premises.
3. Charging admission and all other moneymaking or for-profit activities are not permitted.
4. Play Frisco is not responsible for lost or stolen property.

5. Play Frisco staff reserves the right to decline rental of the facility by any individual or group deemed unacceptable, based on past failure to comply with and License Agreement, the Facility's Lease Guidelines, and/or any other applicable law, rule and/or regulation, as they exist or may be amended.

**E. Admission/Fees/Soliciting**

1. It shall be unlawful for a person, on behalf of themselves/itself and/or any other person, excluding City departments, to:
  - a. Charge admission(s) or any type of fee(s) to attend an activity at a Park or City controlled facility without the prior written permission from the Director;
  - b. Seek on-site donation(s) to attend an activity at a Park or City controlled facility without the prior written permission from the Director; and/or
  - c. Promote, advertise, solicit and/or, in any other way, encourage another to, among other things, participate in, engage in, purchase and/or join in, among other things, a cause, service, business, event, function, activity and/or product, for or not-for-profit, at a Park or City controlled facility without the prior written permission from the Director.
2. Event admission must be free and event organizers may not seek on-site donations to attend an activity at the park or promote, advertise, or solicit a cause, service, business, event, etc. unless organization is a 501 (c)(3) that has requested fundraising in application and commits that 100% of profits collected are donated to organization, and has been given director approval.
3. Event organizers and their partners/vendors may not sell any goods, food, drinks, merchandise or services unless organization is a 501 (c)(3) that has requested fundraising in application, commits that 100% of profits collected are donated to organization, and has been given director approval.
4. A Certificate of Insurance is required to be provided for all events open to the public or as deemed necessary by the department due to event scope. Applicant is responsible for securing insurance certificates from any third-party vendors onsite during event.

**Food and Alcohol**

1. Alcohol and smoking are prohibited.
2. Food is allowed at private events but cannot be served to the general public.
3. Fires are permitted in enclosed fireplaces or grills. Coals must be extinguished, cooled, and disposed in receptacles. Personal grills only permitted on concrete surfaces.
4. Glass beverage containers are not allowed in any park areas.

**Equipment**

1. Tents must be secured with weights or sandbags. No staking allowed.
2. Decorations may not be affixed to pavilions, picnic tables or grills with tape, nails, tacks, staples or any application that will cause irreversible damage.
3. Licensee is responsible for all equipment set up and take down during the contracted hours.
4. Play Frisco reserves the right to prohibit or remove any item if it is determined that it may cause damage to the venue or create a hazard.

**Vehicles**

Vehicles are prohibited from driving into park areas.



## **Lease Guidelines**

Park Pavilion

City of Frisco Parks & Recreation | Play Frisco

### **Marketing**

City of Frisco sometimes post photographs from events at our facility to social media sites and the City of Frisco website.

### **Animals**

1. With the exception of services animals, animals are not allowed on athletic fields, in concession/restroom areas, playground areas or in spray parks.
2. All policies regarding animals should be observed according to City Ordinance

All other City of Frisco ordinances shall be observed in conjunction with these lease guidelines. The City of Frisco reserves the right to immediately cancel the reservation if any of the above guidelines, rules, and/or regulations are not being properly adhered to.