



## Parks & Recreation Reservation Policies

### Age Requirements/Responsible Party

All persons must be 18 years of age when signing an application/permit. If applying for an organization, the applicant must be an officer of the organization. The person signing the application/permit must be present for the entire event and is liable for any damages.

### Alcoholic Beverages

Alcoholic beverages (including but not limited to beer, wine, champagne) are **NOT ALLOWED** in any recreational facilities or on the grounds and parking lots. **Any violation will result in the immediate cancellation of the event, forfeiture of all fees and deposits, denial of future applications for facilities, and applicant may incur additional City charges.**

### Amplified Music or Sound

Amplified music (e.g., D.J.) and P.A. systems are allowed only at those facilities specifically designated by the Director. Amplified music or noise which disturbs the peace of any person or neighborhood is prohibited.

### Permit

All Deposits and Rental Fees must be paid in full at time of reservation. (Cash, Check, Credit Card) Contracts are not final until fees are collected and contract is signed. (No verbal Reservations)

### Clean-Up/Removal of Decorations and Trash

Each group must remove their own decorations, clear tables and facility of trash, paper goods, soda cans/bottles, etc. The renter will be held liable if the recreation facility is not clean and orderly after the event. Clean-up must return the facility to its original condition. Clean-up procedure is defined by the facility checklist.

### Damage

The applicant must immediately report all damage of the facility and/or equipment to staff. Any damage noted by the applicant prior to the event should be identified on the Facility Inventory Checklist (attached). 817-757-3631

### Decorations

All decorations must be non-flammable and must be removed prior to leaving the facility. Please see recreation facility staff for acceptable materials. The use of tape other than masking tape or scotch tape is prohibited. The use of tacks, nails, staples, or similar fasteners is not allowed. Recreation facility decorations must not be taken down.

### False Information

If the applicant provides false information such as: purpose of the event, names & addresses of event holder(s), number of attendees, etc. **the event will be canceled prior or during the event at the discretion of the City staff and will result in forfeiture of fees and deposits and/or denial of current and future applications for use of facilities, and the applicant may incur additional City charges.**

### Food and Beverages

No food may be sold to the public without a health permit. Food shall not be distributed outside the reservation area.

### Liability Insurance

The user agrees to indemnify and hold the City of White Settlement, its officers, agents, and employees safe and harmless from any and all claims for damages, injuries, or death to property or persons arising out of or resulting from the use of the premises by the user. The renting party agrees to provide proof of financial responsibility or liability insurance for any type of legal action resulting from this rental agreement. The renter is responsible for conducting all activities in a safe manner so as to avoid any damages or injuries to properties or persons.

### Parking

Vehicles must be parked in designated areas and are **NOT ALLOWED TO DRIVE OR PARK ON THE GRASS**. RV's and travel trailers are not allowed to park in the parking lots.

### Refundable Security Deposit

A refundable security deposit is required for all reservations made within the White Settlement Recreation Center and must be paid in full with the facility rental fee. The deposit will be refunded to the applicant if the **facility is left clean and free of damage**. The applicant automatically forfeits the deposit if the facility is left dirty or damaged, or there was intervention from law enforcement or any threat, attempt or harm made towards staff. Any additional cost incurred by the City will be billed to the applicant on behalf of the group. **Security deposits will be mailed out by check from city hall within 14 days after rental has taken place.** In addition, the submission of any falsified information will result in the forfeiture of the deposit.

### Selling, Vending, Peddling or Soliciting

Selling, offering, providing, vending or soliciting merchandise, or offering equipment instruction (including but not limited to amusement or game machines) on Recreation premises is prohibited, except by permission of the Director.

### Setup, Decorations, & Cleanup

Time for set-up, clean-up and removal of decorations must be included in original time requested. Groups are responsible for putting up all chairs and tables, cleaning-up, and removing of decorations. **Any request to extend the time of the original reservation must be a minimum of one hour and must be made at least 3 working days prior to the event and is subject to availability of the facility and staff.**

Smoking is **NOT ALLOWED** in any Community Centers. LB Municipal Code, Section 8.68.060.

### Supervision

During operating hours there will be a Recreation Staff present. After Hours event STAF will make periodical checks on the event and facilities.

**AFTER OFFICE HOURS EMERGENCY NUMBER IS (817) 757-3631**

**THIS IN THE NON EMERGENCY POLICE NUMBER AND THEY WILL HAVE A STAFF PERSON PAGED**

### Cancellation Guidelines:

Cancellations will be accepted by writing, fax, phone, or in person at or to the Recreation Center prior to the rental.

Cancellation refunds will be mailed within fourteen (14) days of the cancellation notice. There will be no refunds at the time of the cancellation.

Full refund for all cancellations made more than fourteen (14) days prior to the rental date.

Fifty (50%) percent refund for cancellations made between fourteen (14) to seven (7) days prior to the rental date.

Zero (0%) percent refunds for cancellations made six (6) days or less prior to the rental date.