



## Pavilion Reservation Policies 2019

Texarkana, Texas Parks & Recreation Dept. offers 9 pavilions in six of the city's parks. To reserve a pavilion or inquire about amenities and availability, please call 903-798-3978.

### How to Reserve:

Because of the popularity of the pavilions, requests for reservation are on a first come first serve basis accepted by either visiting the Parks & Recreation office to reserve the pavilion, or by calling requesting the pavilion. All reservations will be confirmed upon receipt of the \$20 user fee (\$25 fee for ALL DAY use). The pavilions will be available for the following times:

8:00 AM-2:45 PM \$20

3:00 PM-10:00 PM \$20

8:00 AM-10:00 PM (ALL DAY USE) \$25

### Walk-In:

Reservations may be made in person on a first come first serve basis.

### Telephone:

Phone reservations will be considered a tentative reservation if not confirmed by payment within 5 business days of the request; the tentative reservation will be automatically cancelled upon failure of payment within the 5 business days.

### Payment:

All fees may be paid in person 8 am – 5 pm, Monday through Friday (excluding City Holidays) at Southwest Center or by mail to the Parks and Recreation Department at P.O. Box 1967 Texarkana, TX 75504. There will be a \$30.00 service charge for all returned checks. Renter will be responsible for all rental fees where applicable and all direct costs. (Credit Card charges are not accepted at this time)

### Cancellation/Refunds:

Pavilion reservations are **Non-Refundable**. A change of date for a cancelled reservation will be allowed for one occurrence as long as the rescheduled date is available. Outdoor activities are subject to inclement weather, refunds will **not** be issued due to poor weather conditions. The fee may also be transferred if requesting alternative parks facility (i.e. Ball Field Rental, Community Center Rental) and with the permission of the Parks & Recreation Director.

**Electricity:**

Basic electricity is available at all Pavilion locations. Electrical service will support limited use of items such as radios, CD players, and/or small cookware, (roaster, slow cooker, crocks pot, etc.). Overloading outlets with appliances will cause power failure, limited to a 20 amp usage. \_\_\_\_\_

**Occupancy Information:**

The following pavilions are approved for the maximum number of occupants: \_\_\_\_\_

Bringle West: 100

Bell Park: 80

Joplin Park: 80

Karrh Park: 110

Spring Lake Park:

Pavilion # 1: 110

Pavilion # 2: 80

Pavilion # 3: 85

Wallace Park:

Pavilion #1: 100

Pavilion #2: 160

**Policies:**

The person or organization reserving the facility shall be responsible for the enforcement of all Department, and the City of Texarkana, Texas policies/procedures and ordinances during the period of the reservation. The person or organization is also responsible for the conduct and behavior of the group using the facilities. \_\_\_\_\_

Special events are regulated by the Code of Ordinances, Chapter 36, Public Amusements or Special Events. For the purposes of this policy a special event is defined as:

1. An event coordinated by an individual or group that advertises to the public and invites the public to its, event, or
2. parties, dances, parades, weddings, celebrations, or other gatherings which would likely result in traffic congestion, parking problems, crowds, sanitation problems, excessive noise, security or safety concerns, violations of any city ordinance, or any other circumstances likely to cause a breach of the peace or adversely affect the health and safety of the public or any participant at the special event.

**All special events must be submitted to the Parks and Recreation Director for preliminary review. If the event is deemed by the Parks and Recreation Director to be a special event as defined by the Ordinance, the applicant must submit the appropriate Special Event application which is located on the City website. The application will be forwarded to the City Secretary for review by the City Safety Committee in accordance with the Ordinance.\_\_\_\_\_**

Small private gatherings or other events which do not meet the definition of "special event" as defined in the Ordinance may be approved by the Parks and Recreation Director.

If another group is using the pavilion, kindly show them the reservation confirmation letter and request them to move to another area since you have the pavilion reserved for this date and time.

**Fund raising activities are allowed on park property only when the event is sponsored by a non-profit (501c3) organization and co-sponsored by the City or the fund raising is done prior to the scheduled event at an off-site location.**

**No commercial vending except authorized by contract or written permission issued by the Parks & Recreation Director. City facilities shall not be used to host activities which may result in profit for any private sector business. It shall be prohibited for any person in a park to expose or offer for sale any article or thing, or to station or place any stand, cart, or vehicle for the transportation, sale or display of any such article or thing. An exception is made as to any regularly licensed concessionaire acting by and under the authority and regulation of the director. \_\_\_\_\_**

**Individual sale, consumption or possession of alcoholic beverages is prohibited.\_\_\_\_\_**

**Amplified music or speaking is prohibited except as authorized by the Parks and Recreation Director. Small stereos, compact disk players, instruments, etc. may be used as long as they are not amplified and do not disturb other park users.\_\_\_\_\_**

The Parks & Recreation Department reserves the right to "block out" specific dates and times due to CommunityWide Special Events that may be scheduled.

No glass containers or bottles are allowed in the park except authorized by written permission issued by the Parks & Recreation Director.

Vehicles must remain on roads and be parked in designated parking areas.

An individual or private party may not have more than two current reservations at a time on the books.