



RESERVATION RULES AND REGULATIONS FORNEY COMMUNITY PARK PAVILION

The purpose of this policy is to establish the criteria and procedures under which community residents and businesses will be permitted to use the Forney Community Park pavilion for their individual functions. The City of Forney parks are operated for the benefit of the general public and permission for private use of the pavilion is a privilege given to the residents of the community. Therefore, the following "Rules and Regulations" must be agreed upon before permission to use the pavilion is granted, and the user agrees to abide by City Ordinances. Non-adherence may result in forfeiture of all or a portion of the deposit. The user will be held responsible for damage and adherence to regulations.

Park hours are 6:00 AM to 11:00 PM. The Forney Community Park pavilion may be reserved for private parties. Reservation times are 9:00 AM -12:00PM or 1:00 PM-4:00PM or 5:00 PM-8:00 PM. Please do not arrive earlier than your scheduled reservation for set-up or decorating. Splash Pad hours are 10am to 8pm, Memorial Weekend through Labor Day Weekend.

Contact Dodie Witt at 972-564-7326 or dwitt@cityofforney.org to reserve the pavilion during normal office hours (Monday through Friday, 8am to 5pm).

Fees:

City of Forney Resident or Business:

(Inside the City Limits)

Reservation Fee: \$50

Deposit: \$50, refundable

Non City Resident or Business:

(Outside the City Limits)

Reservation Fee: \$100

Deposit: \$50, refundable

Fees and deposits for the park pavilion may be made in person, M-F between 8:00 AM and 5:00 PM or placed in the night drop at the following address:

ATTN: Dodie Witt
Forney Community Park
Parks and Recreation Administrative Building
241 South FM 548
Forney, TX 75126

Fees and deposits for the park pavilion may be mailed to the following address:
City of Forney Parks and Recreation
Attn: Dodie Witt
PO BOX 826
Forney, TX 75126

Please make checks payable to the City of Forney. Any check returned will be charged a \$25 return check fee. This must be paid in cash at the Finance department at City Hall at 101 E. Main Street to fulfill reservation requirements. Reservation is null and void upon returned check unless other arrangements are made thru the Parks department.

RULES AND REGULATIONS

You must be at least 21 years of age to rent the pavilion. A valid Texas Drivers License shall be required for verification of residency. Businesses within the community wishing to reserve the pavilion shall provide a written request on company letterhead.

Deposits must be paid within 3 business days of the request. Reservation fees must be paid no later than 5pm on the Wednesday before the scheduled reservation.

Non-profit organizations are exempt from the reservation fees, but the damage deposit is required. Non-profit organizations are required to show proof of tax-exempt status.

Reservations may not be made more than six (6) months in advance. A reservation may be cancelled with a complete refund of the reservation fee and deposit up to forty-eight (48) hours prior to the reservation. Any reservation cancelled less than forty-eight (48) hours of the reservation, will forfeit the damage deposit and reservation fee. Cancellation of a reservation due to inclement weather must be received a minimum of two (2) hours prior to the reservation, or the reservation fee and deposit are forfeited. You may call 214-535-4550 and leave a message to cancel due to inclement weather (your message will be forwarded to the Pavilion Attendant).

Propane or electric grills may be used, but must be placed a minimum of 10' from the pavilion. Charcoal grills are not permitted. User may not dispose of ashes in the trash cans at Forney Community Park. Please do not grill on the grass and please bring a drip pan to catch all grease. No food or beverage items may be sold without prior approval by the Director of Parks & Recreation. If approved by the

Director of Parks & Recreation, a food permit must be obtained by the City of Forney Permit Department.

The pavilion and serving area must be left clean, free from trash and undamaged or the deposit will be forfeited. We do not allow confetti or water balloons. Your deposit refund check will be mailed to the address provided within 3-4 weeks of completion of your reservation.

No alcoholic beverages will be allowed in the park. No alcoholic containers may be disposed of in the trash cans at Forney Community Park.

Individuals or organizations are prohibited from charging admission, selling food or beverages, and/or from conducting any fund-raising activities during the reservation.

The use of loudspeakers, radios, amplifiers, and/or microphones is prohibited. The use of jump houses, slides, etc. are prohibited.

You must bring generators in order to have cotton candy machines/snow cone machines/popcorn machines. (This is to keep the electric breakers and fuses from blowing)

I have read and agree to the rules and regulations stated above.

Signature

Date

Reservation date and time: _____