



OUTDOOR FACILITIES RESERVATION FORM

The reservations and arrangements for use of facilities or parks owned by the City of Lake Dallas must be made through Special Events Coordinator or City of Lake Dallas staff. No reservation is confirmed until this form is completed (with payment) and is approved by the City of Lake Dallas. Any questions should be directed to the Special Events Coordinator at 940-497-2226 x132.

PLEASE READ "FACILITIES USE GUIDELINES" ON PAGES 2 - 4 BEFORE COMPLETING FORM

Name of event: _____

Description of event: _____

Sponsoring Organization/Company: _____

Address: _____ Phone: _____

Contact Person on day of event: _____

Address: _____ Cell Phone: _____

Date of Event: _____ Anticipated attendance: _____

Number of adult supervisors/chaperones if children involved: _____

Actual Event Time: From _____ AM/PM; To _____ AM/PM

Entrance Time: _____ Exit Time: _____ (for set-up/clean-up needs)

Will an admission be charged? Yes/No; If so, amount: \$ _____

Facility Requested: _____ City Park _____ Community Park
_____ River Oaks Park _____ Thousand Oaks Park
_____ Other: _____

Equipment/Utilities Needed (place number where appropriate):
_____ Electricity _____ Water _____ Lights _____ Additional trash cans
_____ 24' x 12' Stage (complete Stage Rental Policies Form)

Organization/Company responsible for payment: _____

Signature of person completing this form: _____ Date: _____

**By signing this form you acknowledge that that you have read and understand the Facilities Use Guidelines (pages 2 - 4) and will abide by all stipulations set forth in this document.*

FACILITIES USE GUIDELINES

Please complete the Reservation Form and Lease Agreement and return it with the appropriate signature and fee to:

City of Lake Dallas
 Special Events Coordinator
 P.O. Box 368
 Lake Dallas, TX 75065

RESERVATION POLICIES:

1. All arrangements for facility use must be made through the City of Lake Dallas in person on a first-come, first serve basis. Reservations will be taken no more than 3 months in advance and will be taken based on availability.
2. The responsible party must be at least 25 years of age.
3. Security deposit is due at time reservation is made and hourly rental fee is due a minimum of two weeks prior to event. Once the request is approved or denied, a copy of the rental form and a statement of charges will be returned to the applicant.
4. **The City of Lake Dallas reserves the right to accept or reject any rental requests.**
5. The scheduling of activities and recreational programs sponsored by the City of Lake Dallas or the Lake Dallas Independent School District shall always take precedence concerning the facility use.
6. If reservation is cancelled within seven days of the reservation date, deposit will not be refunded. A \$30 administrative fee will be deducted from deposit for all reservation cancellations requested more than one week prior to reservation date. Reservation date may be changed without loss of deposit if the room is available. Refunds will not be given when less time is used than the scheduled rental.
7. If deposit or rental fee is paid by a check with insufficient funds, reservations will be cancelled and a \$30 administrative fee will be charged.
8. The renter will not charge an admission fee nor attempt to raise funds without prior authorization by the City of Lake Dallas.

RENTAL POLICIES:

1. Persons using the facility agree to leave the area in the same or improved condition that existed prior to their usage. Deposit is forfeited if there are any damages incurred.
2. The City does not furnish any tables or chairs for outside use.
3. The City will not be liable for damage, injury or loss to persons or property that may occur during the occupancy of the facility.
4. The renter agrees to comply with all city, state, and federal laws. A rental may be terminated at any time if policies or procedures are not followed.
5. Renter is responsible for the behavior of all participants (adults and children). The City of Lake Dallas, through its officers or agents, reserves the right to request participants to leave immediately or terminate a rental when participants act inappropriately (fighting, abusive language, destructive, etc). Inappropriate behavior will also result in loss of deposit.
6. Renter agrees to provide a minimum of 3 adult chaperones, parents or adults, at least 25 years of age, for the first 25 adolescents (under age 18) and one additional chaperone for each 25 additional adolescent guests. Chaperones must be present and remain throughout the entire function.
7. Alcoholic beverages are not permitted on any city property.
8. The City of Lake Dallas reserves the right to require the applicant, when it is deemed necessary, to provide liability insurance and/or another medium to protect the property.
9. Renters failing to vacate the facility by the end of their rental period will forfeit their deposit.

10. Renters are required to clean up after all events. All garbage must be placed in a garbage container. Failure to do so will result in loss of deposit. Unless specific arrangements have been made, all items left behind after an event becomes the property of the City of Lake Dallas.

HOURS:

Sunday – Thursday	7:00 AM – 11:00 PM
Friday – Saturday	7:00 AM – 12:00 AM

ATTENDANCE CAPACITIES:

<u>Park</u>	<u>Maximum Capacity</u>
City Park	5,000 persons
Community Park	350 persons
River Oaks Park	250 persons
Thousand Oaks Park	250 persons

FEES & AMMENITIES:

****Half of all deposits are retained by the City for electricity/maintenance****

CITY PARK (Corner of W. Hundley Dr. and N. Shady Shores Rd.)

Rental fees:

- Deposit: \$200; \$100 returned if no clean up is required or damage incurred
- Rental rate: \$30/hour, \$15/hour for non-profits/civic

Available Utilities and Amenities:

- 18 acres
- Water, Electricity, Lights
- Playground area
- Picnic Tables
- 6 Soccer fields
- Open grass areas
- Concession Stand with pavilion, water fountain and restrooms
- 4 Tennis Courts with lights
- Basketball Court
- Horseshoe Pits
- Butterfly Garden
- Large parking lot

COMMUNITY PARK (302 S. Shady Shores Rd.)

Rental fees:

- Deposit: \$50; \$25 returned if no clean up is required or damage incurred
- Rental rate: \$20/hour, \$10/hour for non-profits/civic

Available Utilities and Amenities:

- Playground
- Picnic Tables
- Shade trees and grassy area
- Lights
- Lake Cities Library on the property
- Parking close by to accommodate up to 6 vehicles

RIVER OAKS PARK (Corner of River Oaks and Sunny Oaks in Thousand Oaks Neighborhood)

Rental fees:

- Deposit: \$50; \$25 returned if no clean up is required or damage incurred
- Rental rate: \$20/hour, \$10/hour for non-profits/civic

Available Utilities and Amenities:

- 2 playgrounds for children ages 2-12
- Picnic pavilion
- Walking and biking track
- Park benches
- Shade trees and grassy area
- Limited on street parking

THOUSAND OAKS PARK (Corner of Winding Oak Bend and Thousand Oaks Dr.)

Rental fees:

- Deposit: \$50 deposit; \$25 returned if no clean up is required or damage incurred
- Rental rate: \$20/hour, \$10/hour for non-profits/civic

Available Utilities and Amenities:

- 10.2 acres
- Wildlife pond
- Fishing
- Large shade trees
- One park bench
- Shade trees and grassy area
- Limited on street parking