

# Park Facilities Reservation and Usage Policy

## **Purpose:**

The City of Lake Worth sets its reservations fee schedule according to a process that researches and determines the actual cost incurred by the City for any given facility under certain specified conditions. The City does not attempt to make a profit by the charging of these fees, but rather, the City attempts to recover a portion of its operational expenditures in a fiscally responsible manner.

## **Facilities Available for Rent:**

### **Lake Worth Park Facilities**

#### **Athletic Fields**

- Football Field
- Base Ball 1
- Base Ball 2
- Softball / T-ball

#### **Picnic**

- Covered Picnic 1
- Covered Picnic 2

#### **Concession**

- Concession 1  
\*Organized Athletic Events Only

### **Hodgkins Park Facilities**

(Entire Park available for private parties)

#### **Pavilion**

- James Hodgkins Pavilion

### **Grand Lake Park Facilities**

(Entire Park available for private parties)

### **Rayl Family Park Facilities**

#### **Picnic**

- Covered Picnic 3

### **Reynolds Park Facilities**

#### **Practice Fields**

- Base Ball 3
- Base Ball 4

#### **Picnic**

- Covered Picnic 4

### **Charbonneau Park Facilities**

#### **Pavilion**

- Kids and Trees Pavilion

### **Navajo Park Facilities**

(Entire Park available for private parties)

### **Keenum – Shelton Dog Park**

(Entire Park available for private parties)

## Park Facilities Reservation and Usage Policy

### **Individual and Private Rental Procedures:**

1. All rentals and/or usage must be between the hours as specified by city ordinance for each individual park.
2. The City of Lake Worth shall have the right to schedule City events at any City facility, and all City programs/activities will have priority over any and all reservations.
3. The individual must be eighteen (18) years of age as of the date of the reservation. The individual must present a current Texas driver's license/ID.
4. Proof of residency is required to obtain the resident discount rate and shall be determined by presenting a current Texas driver's license/ID or current water bill.
5. All rental reservation fees must be paid in full prior to the requested activity (cash, check, money order). Reservations are not confirmed until the fees are collected (no verbal reservations).
6. Reservations will be considered on a first come first serve basis and can be accepted the day of the activity and/or event.
7. A paid rental reservation will take priority over any non-reserved activities at the specified location.
8. Minimum rental times:
  - a. Pavilion - 2 hours
  - b. Athletic Fields - 2 hours
  - c. Picnic – 2 hours
  - d. Entire Park – 4 hours
9. All outdoor facilities will include adjacent sidewalks, and parking areas located near the facility.
10. City facilities are not for personal gain or business related matters, and are for non-profit purposes only. Rentals that are profit oriented / related will be removed from the park and will forfeit all fees paid.
11. Reservations for individuals, private parties, and/or other functions may serve and/or have catered food and beverage items, allowed by the terms of this agreement, in the park facility.
12. Rental of the park facilities are not to be used to conduct meetings, or gatherings whose primary purpose is to advocate, endorse, organize, or otherwise promote a political candidate, party organization, issue or other political matter.
13. The renter must possess in person at the time of the activity the rental receipt to confirm the facility, date, and time of the reservation. Without the rental receipt the individual(s) shall be subject to removal by the proper authorities.
14. The user agrees to indemnify and hold the City of Lake Worth, 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 renter is responsible for conducting all activities in a safe manner so as to avoid any damages or injuries to properties or persons.
15. Granting permission to use the City's facility does not constitute an endorsement by the City of the group or its beliefs/practices. Any written publicity (signs, fliers, news release) must be approved by the City prior to distribution. The City

## Park Facilities Reservation and Usage Policy

- shall reserve the right to deny use to anyone, and/or any organization at its own discretion.
16. No alcoholic beverages shall be permitted in the Park at any time without prior approval of City Council.
  17. Lotteries, gaming, games of chance, drawings or raffles held for profit or financial gain shall be prohibited, except when written permission is given by the City Manager or his designee.
  18. Inappropriate conduct, such as but not limited to profanity, abusive language, or any act of violence toward anyone, will not be tolerated, and will be considered grounds for immediate removal and loss of rental fees. This may also result in permanent suspension from future usage of the park facilities.
  19. Excessively loud entertainment, as determined by staff, shall not be permitted. Please use consideration regarding noise, parking, cleanliness, and equipment.
  20. The City of Lake Worth reserves the right to accept or reject any reservation request or cancel any reservation at any time. This shall include the right to terminate a reservation during the activity if conditions so warrant, including but not limited to termination based on violations of any City ordinances or this Policy. This action would also result in the loss of the rental fee. Prior irresponsible use can be considered a valid reason for the City to reject a rental.
  21. Individuals and organizations must provide a minimum of two (2) adult chaperons for youth functions of forty (40) youths or less. One additional chaperon must be provided for each additional one (1) to fifteen (15) youth participants thereafter. Youth are defined as persons under the age of eighteen (18).
  22. Field reservations do not cover field preparation or bases. It only entitles the renter to the existing condition of the field at the time of the rental.
  23. All organized practices, scrimmages, games, and/or activities are prohibited on any field and/or facilities without paid reservation. Violators shall be subject to removal by the proper authorities.
  24. All pets on park property must be on a leash at all times, except when in designated no leash areas. It shall be the owner's responsibility for removing pet waste. No pets are allowed on any of the ball fields at any time.
  25. Petting zoos, inflatable rides, party rentals and/or services are allowed on rented park facilities with prior written permission from the Parks Superintendent.
  26. Only City provided park grills may be used in designated park pavilion areas. Personal grills and/or smokers are prohibited unless written approval by Park Superintendent has been obtained.

### **Organized Athletic Event Rental Procedures:**

1. For purposes of this policy, a league or organized athletic event or game is defined as "a group of individuals that are associated, or members of an organization, that is governed by a board and/or elected officers; receives funding from any source for the purchase of uniforms, supplies or other operating expenses; has by-laws, league rules, or a charter; and/or is any event that is officiated.

## Park Facilities Reservation and Usage Policy

2. The individual must be eighteen (18) years of age as of the date of the reservation. The individual must present a current Texas driver's license/ID.
3. All rental reservation fees must be paid in full prior to the requested activity (cash, check, money order). Reservations are not confirmed until the fees are collected. All reservations must be confirmed in writing; a verbal reservation will not be considered valid by the City.
4. Reservations will be considered on a first come first serve basis and can be accepted the day of the activity and/or event.
5. Concession rentals will be on a first come first serve basis. All equipment and/or food brought in for concession purposes shall be removed at the end of the reservation.
6. A paid rental reservation will take priority over any non-reserved activities at the specified location.
7. Minimum rental times:
  - a. Athletic Fields - 2 hours
  - b. Concession – 3 hour (allow for clean up)
8. All outdoor facilities will include adjacent sidewalks and parking areas located near the facility.
9. City facilities are not for personal gain or business related matters, and are for non-profit purposes only. Any person or organization collecting any fee or money in a City park for any reason must provide proof of non-profit status. Rentals that are profit oriented / related will be removed from the park and will forfeit all fees paid.
10. Lotteries, gaming, games of chance, drawings or raffles held for profit or financial gain shall be prohibited, except when written permission is given by the City Manager or his designee.
11. Rental of the park facilities are not to be used to conduct meetings, or gatherings whose primary purpose is to advocate, endorse, organize, or otherwise promote a political candidate, party organization, issue or other political matter.
12. The renter must possess in person at the time of the activity the rental receipt to confirm the facility, date, and time of the reservation. Without the rental receipt the individual(s) shall be subject to removal by the proper authorities.
13. The user agrees to indemnify and hold the City of Lake Worth, 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.
14. Granting permission to use the City's facility does not constitute an endorsement by the City of the group or its beliefs/practices. Any written publicity (signs, fliers, news release) must be approved by the City prior to distribution. The City shall reserve the right to deny use to anyone, and/or any organization at its own discretion.
15. No alcoholic beverages shall be permitted in the Park at any time without prior approval of City Council.
16. Inappropriate conduct, such as but not limited to profanity, abusive language, or any act of violence toward anyone, will not be tolerated, and will be considered

## Park Facilities Reservation and Usage Policy

- grounds for immediate removal and loss of rental fees. This may also result in permanent suspension from future usage of the park facilities.
17. Excessively loud entertainment, as determined by staff, shall not be permitted. Please use consideration regarding noise, parking, cleanliness, and equipment.
  18. The City of Lake Worth reserves the right to accept or reject any reservation request or cancel and reservation at any time. This shall include the right to terminate a reservation during the activity if conditions so warrant. This action would also result in the loss of the rental fee. Prior irresponsible use can be considered a valid reason for the City to reject a rental.
  19. Individuals and organizations must provide a minimum of two (2) adult chaperons for youth functions of forty (40) youths or less. One additional chaperon must be provided for each additional one (1) to fifteen (15) youth participants thereafter. Youth are defined as persons under the age of eighteen (18).
  20. Field reservations do not cover field preparation or bases. This only entitles the renter to the existing condition of the field at the time of the rental.
  21. All league sponsored games or “normal daily” practices are prohibited on any game field and/or facilities without paid reservation. Violators shall be subject to removal by the proper authorities.
  22. League sponsored practices on game fields will be allowed on a limited basis and only with prior approval from city staff.
  23. All pets on park property must be on a leash at all times, except when in designated no leash areas. It shall be the owner’s responsibility for removing pet waste. No pets are allowed on any of the ball fields at any time.
  24. The renter of the concession stand shall be responsible for removing litter and maintaining the concession stand and surrounding park area in a clean and healthy manner. This shall include but is not limited to picking up and properly disposing of any trash or debris blown, carried by patrons, or otherwise distributed from such concession stand including but not limited to all trash, paper, bottles, cans, wrappers, cups, and other materials. Such waste materials shall be thoroughly collected and properly disposed of in the dumpster located at the park, daily at the end of each event. Liners shall be used in trash barrels at all times, and shall be replaced with clean liners as needed, or daily at the end of each event.
  25. There shall not be any batting practice against fences, structures or any other amenities belonging to the City.
  26. Only City provided park grills may be used in designated park pavilion areas; personal grills and/or smokers are prohibited.
  27. Any organization or group who is renting an athletic field for the purpose of organized league play must provide the following documents:
    - a. A copy of accident and liability insurance policy covering the activities under this agreement. The City and the group or organization must be co-insured by the policy. The policy must include a minimum of \$500,000 per incident, with not less than \$1,000,000.00 aggregate with the same remaining in effect for the term of this agreement. Failure to maintain such insurance shall be cause for immediate cancellation of reservation;
    - b. Health permit (if renting concession stand);

## Park Facilities Reservation and Usage Policy

- c. Player insurance;
- d. State charter;
- e. Bylaws;
- f. Schedule;
- g. Valid 501(c)3 documentation;
- h. Emergency contact information.