



## City of Arlington Parks and Recreation Department Pavilion Rental Policies

- ◆ User shall comply with all rules and regulations of the Parks Chapter of the City Code. This includes provisions that **no motor vehicles may be driven or parked in any area other than park roadways and parking lots.**
- ◆ User shall comply with all laws, federal, state, and local - including all ordinances of the City of Arlington and rules, regulations, and requirements of the Parks & Recreation, Health, Police, and Fire Departments.
- ◆ User agrees to assume all responsibility for any damages done to the premises as a result of their use. **Use of a piñata or bounce house is prohibited without permit. Use of confetti eggs and water balloons strictly prohibited.** No dunking booths or water slides are allowed. An authorized Parks & Recreation representative shall have a 24-hour period of time following an event to determine and assess any damages.
- ◆ Bounce houses, portable restrooms, petting zoos, or any other special activity must have approval 10 days prior to the event by the Parks and Recreation Department, and may require a permit and applicable insurance. **Bounce houses are required to have a generator, and may not be plugged into pavilion outlets.**
- ◆ Alcohol use and Amplified Sound are prohibited without a permit. If an alcohol permit has been obtained, all alcoholic beverages must remain under the pavilion. **Glass containers strictly prohibited.** Amplified sound is subject to approval for volume and content. Each permit requires at least 45 days advance notice.
- ◆ No more than 2 electrical appliances may be used per pavilion. Staff will not return to park to reset breakers if breakers are tripped because of customer overuse.
- ◆ User agrees to leave the premises in as good or better condition than which existed prior to their usage. All trash must be disposed of properly in available trash containers.
- ◆ User is not permitted to nail, tack, screw, or otherwise physically attach materials to any part of the park site. User is not permitted to apply paint to any part of the structure or park.
- ◆ Groups of over 200 must meet special requirements. Contact Park Facility Coordinator for details.
- ◆ **Facility rental contracts and permits must be kept at all times in the possession of the person to whom it is issued. This person must remain onsite for the duration of the event.**
- ◆ For a more information on permits and requirements, go to [www.naturallyfun.org](http://www.naturallyfun.org)

**The department does not provide drinking water for reservation sites. Water is available at restrooms and drinking fountains only.**

### **Cancellation/Change Policy**

**All changes or cancellations must be made at least two weeks in advance of the date of the event as stated on the rental agreement and are subject to a \$25 administrative fee. No refund will be issued for rentals changed or canceled within two weeks of the rental date.**

**Special Permits are not refundable and may not be rescheduled.**

Outdoor activities are subject to inclement weather. The Parks & Recreation Department cannot take responsibility for the weather. **It is the renter's responsibility to contact the Park Facility Coordinator the next business day after a rain out to reschedule within one year.**

**Refunds will not be issued due to poor weather conditions.**