FACILITY RESERVATION INFORMATION

(Revised January 2015)

The following are recreation facilities that may be rented from The City of Leander Parks & Recreation Dept.:

- Robin Bledsoe Park (Pavilion, Athletic Fields, Amphitheater, Swimming Pool, Concession Stand)
- Devine Lake Park (Pavilion- no electricity available)
- Benbrook Ranch Park (Pavilion, Athletic Fields, Disc Golf Course)

Facility availability may be determined by calling the Leander Parks & Recreation Department at 512-528-9909. Please call in advance for the date and time desired. Once it is determined that the facility is available you must complete the *Facility Rental Agreement* and submit payment. The *Facility Rental Agreement is* available online) www.leandertx.gov or at the Leander Parks & Recreation Office located)406 Municipal Drive). Office business hours are 8 am to Noon and 1pm to 5pm, Monday through Friday. Acceptable forms of payment are: cash, check or credit card (Visa, Master Card, or Discover). There is a $2 Convenience Fee for credit card transactions. Rentals are not confirmed until the paperwork and payment are received.

If your event requires a *Special Event Permit* (See #2 on Rental Agreement Terms on page 3) it should be submitted at the same time as Facility Rental Agreement.

Rental Fees

Facility	Residents(Within City Limits)	Non-Residents(Outside City Limits)
Pavilions (4 hour period)*	$50	$75
Amphitheater *	$100 **(2 hour base rental)** ($25 per additional hour)	$150 **(2 hour base rental)** ($50 per additional hour)
Athletic Fields (90 minutes) *Reservations may be made no more than 2 weeks prior to the desired date of use.*	No Lights - $25 Lighted - $35 (90 minute rental period - Same rate for residents and non-residents)	
Bledsoe Park Concession Stand *	$50 per day	$75 per day
Benbrook Park Disc Golf Course* (Tournaments)	$100 per day	$150 per day
Swimming Pool (2 hour min. - 45 people or less) For swimming pool rentals contact Lifeguard 4 Hire at 512-267-3155	$150 $20 per hour for each additional lifeguard	$180 $20 per hour for each additional lifeguard
Mason Homestead** Separate Rental Agreement required and is available online at www.leandertx.gov.	$150 per day	$200 per day

***Security Deposits:** $100 Litter & Damage Deposit required for: pavilion, amphitheater, disc golf course, and concession stand.

****Mason Homestead Security Deposit:** $250 Security &Damage Deposit

Welcome to Leander City Parks!

PARK RULES

For your safety and enjoyment please abide by the following rules (Ordinance 12-060-00).
For permits or information call Parks & Recreation at 512.528.9909. For emergencies call 911.

You are Welcome

- To enjoy the park and use the facilities for their intended purposes
    - Park Hours are from 6 am to 10 pm daily (Curfew in effect 10:01 pm to 5:59 am).
    - Mason Homestead hours are 8 a.m. to midnight daily.
- To walk your pet on a leash and to clean up your pet's waste

Facility Reservations & Rentals

- Some facilities may be rented and reserved for activities or events
- Rental fees are established by Ordinance by the City Council

Swimming Pools & WaterPlayScapes

- Children under 12 years can only be admitted to a pool if they are accompanied by an adult. Exceptions will be made when taking swimming lessons from a proven and competent person authorized by the City
- Children under 7 years using a waterplayscape must be accompanied by a parent or a competent person responsible for the child's safety and conduct

Permits are Required

- For exhibits, dramatic performances, plays, motion pictures, radio or TV broadcasts, fairs, circus, petting zoos, or musical events
- For public meetings, assemblies, parades, ceremonies, speeches, political meetings or gatherings involving 100 or more people
- For activities using amplified sound
- To sell, offer or solicit goods. services or merchandise
- To post or affix printed or written matter, sample or device
- To distribute printed or written matter advertising or providing information about a business, commodity, service, product or other commercial activity
- To sell alcohol

Prohibited Activities

- Use of glass containers
- Defacing, displacing, damaging, or removing park property
- Dumping or disposing of trash, garbage or brush not generated by park use
- Collecting firewood
- Lighting, building or maintaining fires except in designated grills or fire rings
- Indecent acts, cursing or swearing
- Possessing or discharging a gun, bow & arrow, air or gas weapon, paintball gun or marker, or any instrument with a propelling force, spring, air or gas
- Operation or use of any type of motor vehicle, motor assisted scooter or skateboard, including, but not limited to motorcycles, motorbikes and mini-bikes on any trail, sidewalk or park area not dedicated for such use
- Preventing, disturbing or interfering with other persons occupying an area or participating in a lawful park activity
- Hitting or striking golf balls except in areas designated for that purpose
- Riding animals except in areas designated for that purpose
- Wading or swimming in areas other than pools and waterplayscapes except in areas designated for that purpose
- Walking or bringing any animal into a park without a leash except in a designated leash-free area
- Overnight camping
- Capturing, trapping, hunting, molesting or injuring wild or domestic animals
- Ride bicycles or place obstacles or other modifications in skate parks
- Use of metal detectors or metal detecting devices
- Mason Homestead: Smoking, tobacco use or pets inside the house; fires or flame burning candles; and nails, staple guns or tacks to hang decorations

Penalty for Violations

Violators of any provision of the Ordinance shall be subject to removal from the park and a fine of up to $500 for each day the violation exists

FACILITY RENTAL AGREEMENT
LEANDER PARKS & RECREATION DEPARTMENT

Ph 512.528.9909 Fax 512.528.9228 www.leandertx.gov

(Revised January 2015)

Renter _____ Today's Date_____

Renting Group_____ ☐ Paid by Renter ☐ Paid by Renting Group

Phone # _____ Email Address _____

Address _____ City, State, Zip _____

Rental Purpose _____ Rental Date _____

DOES YOUR EVENT/ACTIVITY INVOLVE ANY OF THE FOLLOWING?

☐ Inflatables ☐ Amplified sound ☐ Electricity ☐ Water ☐ Sale of Alcohol ☐ A Group of 100 or more

FACILITIES	RATES	TIME REQUESTED	
Pavilions * ☐ Benbrook Ranch Park ☐ Devine Lake Park ☐ Bledsoe Park	**RESIDENT: (In City Limits)** $50 (4 hours) **NON RESIDENT: (Outside City Limits)** $75 (4 hours)	(Circle One) ☐ 9am – 1pm ☐ 1:30-5:30pm ☐ 6-10pm	**Total**
☐ Amphitheater (Bledsoe Park)*	**RESIDENT:** $100 (2 hour) + $25 for each additional hour. **NON-RESIDENT:** $150 (2 hour) + $50 for each additional hour.	Date: _____ Time: _____	# of Hours **Total**
Athletic Fields ☐ Bledsoe Park ☐ Benbrook Ranch Park	**RESIDENT/NON RESIDENT:** With Lights-$35 No Lights-$25 (90 Minute Period)	(Circle Times) ⊙ 7:30-9am ⊙ 9-10:30am ⊙ 10:30am-Noon ⊙ 12-1:30pm ⊙ 1:30-3pm ⊙ 3-4:30pm ⊙ 4:30-6pm ⊙ 6-7:30pm ⊙ 7:30-9pm	# of Lighted X $35 # of Unlighted X $25 **Total**
☐ Concession Stand (Bledsoe Park)* *(Must be accompanied by additional facility rental, Ex: Field or Pavilion Rental)*	**RESIDENT: $50 per day** **NON RESIDENT: $75 per day**	Date: _____	**Total**
☐ Disc Golf Course Tournaments (Benbrook Ranch Park) *	**RESIDENT: $100 per day** **NON RESIDENT: $150 per day**	Date: _____	**Total**
***DEPOSIT FEES: Litter & Damage - $100 (Pavilion, Amphitheater, Disc Golf, Concession Stand)** **FOR-PROFIT BUSINESSES & ORGANIZATION FEE (Two times the regular rental fee)**			**Rental Total:**

PAYMENT DUE:

Rental Fee _____

Deposit Fee _____

Credit Card Convenience Fee _____

TOTAL DUE _____

PARD USE ONLY

Total Payment Received: _____ Received by: _____ Date Received: _____

☐ Entered into Calendar by: _____ ☐ Entered into Deposit Log by:_____

Type of Payment: ☐ Cash ☐ Check (# _____) ☐ Credit Card (Visa, MasterCard, Discover)

Leander Parks and Recreation

PEACE LOVE PARKS

RENTAL AGREEMENT TERMS

Facilities are rented on a first come, first serve basis. The undersigned agreement is between the "City of Leander" and the "Renter."

1. Renters and their guests must adhere to all *City Park Rules & Regulations (Ordinance 05-036-01).*
2. Special Permits are required for organized exhibits, performances/plays, movies, radio/television broadcasts, fairs, circus, music events, inflatable use, parades, political meetings, gatherings involving 100 or more persons, activities using amplified sound, to sell, offer or solicit goods or merchandise, to post or affix printed or written matter, samples or devices and to distribute printed or written matter advertising or providing information about a business, commodity, service, product or other commercial activity.
3. Rentals wishing to use inflatables must go through approved vendors OR be able to meet the following criteria:
   a. Show documentation of the State Certification for each inflatable to be used,
   b. Provide proof of adequate liability insurance stating the City of Leander as an additional insured, and
   c. Use water barrels or sand bags for securing inflatables. NO STAKES CAN BE USED IN THE PARKS!
4. Driving stakes into the ground is prohibited.
5. The use of piñatas and confetti eggs are prohibited and their use will be cause for forfeiture of your litter and damage deposit. The facility will be checked before and after your rental time.
6. Motorized vehicles must remain on designated park roads and parking lots.
7. Rental activities can only occur during regular park hours (6 am to 10 pm daily).
8. Renters must be 18 years or older and be present on-site during the entire rental event. Renters are responsible for the conduct and behavior of their group and for enforcing the terms of the *Rental Agreement.*
9. There is no guarantee that adjacent park facilities will be operational on the day of the rental.
10. Renters must submit the *Rental Agreement* and full payment at the time of rental. The *Rental Agreement* may be submitted by mail, fax, email, or in person at 406 Municipal Dr - Leander, TX 78641.
11. **Cancellations & Refunds:**
    Facility Reservations (Excluding Athletic Fields): Reservations cancelled more than 14 days before the rental date will receive a full refund. Cancellations less than 14 days prior to the rental date will receive a deposit refund only. Athletic Fields: Refunds and/or rescheduling of athletic field rentals will be made when the parks & recreation department closes the fields due to inclement weather, when the fields are deemed unplayable, or for maintenance. Refunds will not be given because adjacent facilities are not operational on the day of rental (ie.WaterPlayScape, Swimming Pool, etc.). **All refunds are at the sole discretion of Parks personnel.**
12. Your Rental Reservation will be posted at the rental site. **For assistance outside of normal office hours (Monday-Friday from 8am to 5pm) please call 512-585-7619.**
13. Failure to comply with *Rental Agreement* terms may result in the forfeiture of a deposit and the right to future use of City recreation facilities.

By signing below the Renter has read and agreed to the *Rental Agreement Terms*, Park Rules, *Cancellation and Refund Policy* and to be personally responsible for damages or problems caused by the rental group.

_____	_____	_____	_____
Renter Signature	Date	City Approval	Date

PARD USE ONLY

Rental deposit to be returned: ☐ Yes ☐ NO Date of Refund Request: _____

Amount: _____ PO #:_____Processed by:_____

Refund Issued to: _____