



HARKER HEIGHTS PARKS & RECREATION

Application for Outdoor Facility Rental

Proposed Date of the Event: _____ *Start Time: _____ *End Time: _____

Include set up & tear down during your time slot

Event Name & Description: _____

Mark Requested	Facility	Amenities		Notes	Rental Fees (per 4-hour period)	Rental Deposit
_____	Carl Levin Park Pavilion 400 Miller's Crossing 98 parking spots	Picnic Tables Electricity Grills (4) Water	40' X 60'	Not intended for use for more than <u>100 people</u>	Resident: \$50 Non-Resident: \$100	Resident: \$100 Non-Resident: \$200
_____	Carl Levin Park Amphitheater 400 Miller's Crossing 98 parking spots	Electricity	15-20 people	Patrons are allowed to bring grills. No tables	Resident: \$25 Non-Resident: \$65	\$100
_____	Carl Levin Park Gazebo 400 Miller's Crossing 98 parking spots	N/A	8-10 people	No tables	Resident: \$15 Non-Resident: \$25	N/A
_____	Harker Heights Community Park Pavilion 1501 E FM 2410 665 parking spots	Picnic Tables Electricity Water	150 people	Patrons are allowed to bring grills.	Resident: \$50 Non-Resident: \$100	Resident: \$100 Non-Resident: \$200
_____	Purser Park Pavilion A (Closest to Restroom & Playground) 100 W Mountain Lion Road 188 parking spots	Picnic Tables Electricity Grill	20" X 20"	No Inflatables at this location	Resident: \$25 Non-Resident: \$65	\$100
_____	Purser Park Pavilion B 100 W Mountain Lion Road 188 parking spots	Picnic Tables Electricity Grill	20" X 20"	No Inflatables at this location	Resident: \$25 Non-Resident: \$65	\$100

Current proof of residency required to receive resident discount.

Reservations must be paid 72 business hours before the event to place on the calendar.

Name: _____ Phone: _____

Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Deposit Return Payable To _____

Approximate # of Attendees: _____ Approximate # of Vehicles: _____ *Public Event: YES _____ NO _____
I have read the rules for public events on page 2 _____
initial

Amplified Sound: YES _____ NO _____
(If Yes, describe sound equipment that will be used) _____

Inflatables or Jumping Equipment: YES _____ NO _____ Water Spigot Needed: YES _____ NO _____
Must be secured with sandbags (If yes, please state the use for water _____)

Please explain and describe if you are requesting the use of any additional space aside from the structure itself:
(Examples are open grass, walking trails, parking lots, etc.)

FOR OFFICE USE ONLY

Received By / Date	Total Amount Due	Deposit Amount
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PARKS & RECREATION ORDINANCE _____ (Initial)	I have read, understand, and agree to comply with all park's rental rules, regulations, and ordinances as outlined in the City of Harker Heights Ordinances (page 3-4). I acknowledge that failure to follow these guidelines may result in penalties, hold of deposit, additional fees, or loss of future rental privileges.
PUBLIC EVENT _____ (Initial)	<p><u>SPECIAL EVENTS PERMIT</u>: Permit holder is responsible for contacting Harker Heights Planning and Development to apply for a special events permit. Once, Special Events permit is approved a meeting with Parks and Recreation staff is required before the event is approved.</p> <p><u>MEETING WITH PARKS AND RECREATION STAFF</u>: An event plan and map must be provided to staff during meeting.</p> <p><u>FOOD TRUCKS</u>: Food trucks must be approved to operate in the City of Harker Heights and have all required license and permits. A Special Events permit will be needed, or it must be stated that food truck will be in attendance on Special events permit. No food truck can be driven on the park grounds; it is the responsibility of the renter to make sure that area is blocked off and cleaned up at the end of the event.</p> <p><u>ROADS</u>: Any request to block off roads must be authorized by Harker Heights Police Department which can be reached at 254-953-5400, and it is the responsibility of the renter to obtain approval from the Harker Heights Police Department.</p> <p><u>ACKNOWLEDGEMENT</u>: Renter acknowledges and agrees that any additional services, equipment, or requests beyond what was stated in special events permit or to staff (referred to as "extras") are subject to review and approval by the City of Harker Heights. Harker Heights City Staff have the right to decline any extras at their sole discretion, regardless of prior discussions or approvals. The renter understands that the denial of extras does not constitute grounds for cancellation or refund</p>
FACILITY RENTAL POLICY _____ (Initial)	<p><u>CONTACT</u>: If you require assistance during your event, you may contact the Recreation Center during business hours (254-953-5657) or call 911 for emergencies.</p> <p><u>CITY FACILITY USE</u>: City events will take priority, and all other events may be rescheduled or cancelled as needed.</p> <p><u>APPROVAL</u>: All rentals are subject to approval by Harker Heights Parks and Recreation.</p> <p><u>TYPES OF USE</u>: Facilities are to be used for the purpose in which they were intended unless approved by Harker Heights Parks and Recreation.</p> <p><u>RENTER RESPONSIBILITY</u>: The renter will be responsible for all people in the group utilizing the facility.</p> <p><u>CROWD CONTROL</u>: The responsibility for crowd control or discipline is assumed by the permit holder.</p> <p><u>200+ GROUPS</u>: Large groups must have a separate and clearly designated First Aid Station so that in the event of an injury or emergency the victim(s) will be able to be accessed by emergency personnel.</p> <p><u>SOLID WASTE, TRASH, GARBAGE</u>: Must reference <i>Chapter 51</i> with all solid waste, trash, garbage must be disposed of properly at the conclusion of each rental period and placed in provided trash cans.</p> <p><u>AMPLIFIED NOISE</u>: Must reference <i>Chapter 95</i> and have approval for use of amplified noise.</p> <p><u>INFLATABLES</u>: Inflatables may be set up for parties or events with approval.</p> <p><u>BALLOON RELEASES, CONFETTI, CONFETTI EGGS, ETC</u>: The renter will not be allowed to conduct any activities that do not properly dispose of waste or litter. Reference § 105.03 GENERAL RULES AND REGULATIONS</p> <p><u>DRIVING ON PARK GROUNDS</u>: driving or operating any vehicle in, over or through any park area will result in forfeit of park deposit and can result in ticket or refusal of future rentals.</p>
RESERVATIONS & REFUNDS _____ (Initial)	<p><u>PROCESSING</u>: The city has 2 business days to notify the patron if there are any perceived conflicts with the event scheduled.</p> <p><u>CANCELLATION</u>: A written request shall be emailed or brought in person 48 hours prior to the rental to receive a refund.</p> <p><u>RESPONSIBLE PARTY</u>: The permit holder and the responsible party (person, 21 years of age or older, who officially rented the facility) must be on-site when the facility is being used.</p> <p><u>REFUNDS</u>: All refunds, including deposits, take 2-3 weeks for processing and will be returned in a check form to the address listed on the rental account. Changes in address for refund check may not be honored.</p> <p><u>INCLEMENT WEATHER</u>: Renter must cancel the event prior to the event start time to receive a refund inclement weather.</p> <p><u>NO SHOW</u>: Reservations that do not complete payment or no show without notification will lose deposit and may not be allowed to future rentals as determined by Harker Heights Parks and Recreation.</p>
CONDITIONS OF PERMIT _____ (Initial)	<p><u>CITY PROPERTY</u>: Use is subject to all pertinent State Laws, City Ordinances, Health Department Regulations, and Facility Rules.</p> <p><u>DEPOSIT</u>: The holder of this permit will be held responsible for inappropriate use, violation of rules, or damage to City property resulting from use herein as determined by Harker Heights Parks and Recreation.</p> <p><u>INDEMNITY</u>: The permit holder shall indemnify and hold harmless the City of Harker Heights, officers, employees, and agents and assigns from any and all claims for injury and / or damages to persons or property, including wrongful death, resulting from the use of this permit.</p>

I have read, understand, and initialed the Harker Heights Parks and Recreation Facility Rental Policies and will adhere to these rules and regulations. Failure to adhere to these rules and regulations could result in forfeiture of deposit and revocation of future reservation privileges.

Signature

Date

CHAPTER 105: PARKS AND RECREATION

§ 105.03 GENERAL RULES AND REGULATIONS.

The following rules and regulations shall be in force in all parks of the City of Harker Heights located within or without the corporate limits of the city.

(A) Injury to plants, improvements, etc. It shall be unlawful for any person to cut, deface, mark, pluck, injure, damage, or destroy any shrub, tree, plant, grass, turf, fountain, seat, fence, building, structure, ornament, monument, or any other natural or artificial improvement in a park. (See also § [131.02](#).)

(B) Park facility use and program rates and other related charges. Park facility rental rates, program registration rates, and other related charges will be established by the City Council in the annual fee schedule.

(C) Disposal of litter. It shall be unlawful for any person to deposit or discharge, or cause the deposit or discharge, of paper, glass, metal, litter, rubbish, waste, garbage, refuse or trash of any description on any park lawn, driveway, path, fountain, pond, stream, or other place except in receptacles provided for that purpose. (See also § [51.02](#).)

(D) Commercial activity. It shall be unlawful for any person to engage in any commercial venture including offering to sell any goods, wares, merchandise or food, or render any service for hire or to solicit funds or donations of any item without the written permission of the Director.

(E) Noise regulations. See Chapter 95.

(F) Glass containers. It shall be unlawful for any person to use or possess in any form a glass container in any area situated within a park.

(G) Fires. It shall be unlawful for any person to start or maintain an outdoor fire in any park, except for cooking fires which shall be started and maintained only in a stove, barbecue pit or in a portable camp stove. No person starting or maintaining any fire in a park shall leave the fire unattended without first completely extinguishing the fire.

(H) Interference with other park users. It shall be unlawful for any person to recklessly and unreasonably prevent, disturb, disrupt, or interfere with the lawful use of a park by another person, or any lawful activity permitted within the park.

(I) Disorderly conduct. See § 42.01 of the Tex. Penal Code, as amended.

(J) Public nudity. It shall be unlawful for any person to appear in a state of nudity.

§ 105.04 RESTRICTED AREAS AND HOURS.

(A) Hours. All parks located within the city are closed to the public each day from 11:00 p.m. until 5:00 a.m., unless otherwise permitted by the Director. In addition, any municipal park, section or part thereof may be declared closed to the public by the Director or a peace officer at any time and for any interval of time upon a temporary basis (daily or otherwise), either entirely or merely to certain uses as the Director or peace officer shall find reasonably necessary to manage, use, preserve and govern park property, buildings and activities.

(B) Restricted areas. It shall be unlawful for any person to knowingly enter into or remain in or on a park or area designated by one or more posted signs as "restricted" or "closed."

(C) *Curfew in parks.* See § [130.02](#).

(D) It is an affirmative defense to prosecution under this section that at the time of the violation the person was lawfully attending a special event, activity, or program that was sponsored by the city or conducted in the park with written permission of the city.

§ 105.05 ALCOHOL.

(A) It shall be unlawful for any person to knowingly possess or consume any alcoholic beverage, as defined by the Tex. Alcoholic Beverage Code, while in a park or a public street, public alley, or public parking lot adjacent to a park.

(B) It is an affirmative defense to prosecution under division (A) of this section that:

(1) The alcoholic beverage was in a container with an unbroken seal or other evidence of having never been opened; or

(2) At the time and place of the alleged offense the possession or consumption was permitted by:

(a) A valid license issued by the Texas Alcoholic Beverage Commission; or

(b) A permit, lease or rental agreement granted by the city.

§ 105.06 ANIMALS.

(A) It shall be unlawful for any person while in a park to:

(1) Knowingly frighten, annoy, injure, or attempt to frighten, annoy, or injure any animal, bird or reptile, or to remove or have possession of the young, eggs or nest of any animal, reptile or bird, or to capture or attempt to capture such animal, reptile or bird except with the consent of the owner thereof.

(2) Keep or permit an animal unless the same is attended and kept under the person's physical restraint at all times by means of a leash, cord, chain or enclosure. (See also § [90.36](#).)

(3) Without written permission of the Director, ride any animal in or upon a park area not specifically designated for such purpose. (See also § [90.06](#).)

(4) Tether or pasture, or allow or cause to be tethered or pastured, any animal in a park. (See also § [90.49](#).)

(5) Bring a dangerous dog (as that term is defined by § [90.01](#)) onto park property.

(6) If the animal is required to be vaccinated against rabies, bring such animal onto park property without having in his or her immediate possession proof of such current vaccination.

(7) Fail to have in his or her possession such materials or implements as may be used immediately in a sanitary and lawful manner to remove and dispose of defecation, as required by § [90.05](#), by an animal under his or her ownership or control in a park.

(B) Notwithstanding division (A) of this section, fishing shall be permitted in areas designated by the Director and subject to such conditions as may be imposed by the Director. In addition, the Director may authorize the capture or killing of any animal within a park as necessary to eliminate or minimize any nuisance or hazard to public health and safety, or to alleviate suffering.

§ 105.07 RECREATIONAL ACTIVITIES.

(A) Practicing golf. It shall be unlawful for any person to practice golf in any portion of a park not specifically designated for that purpose.

(B) Shooting sports. It shall be unlawful for any person to launch, fire or discharge any arrow, slingshot, firearm, or gun of any kind (including air guns and paintball guns) within or across any park area not specifically designated for that purpose. (See also § [130.44](#).)

(C) Throwing sports. It shall be unlawful for any person to practice throwing a javelin, spear, knife, throwing star, shotput, discus, or other dangerous object within or across any park area not specifically designated for that purpose.

(D) Drones, kites, model airplanes, etc. It shall be unlawful for any person to fly a kite, or propel or guide a drone, model airplane or rocket in any park area traversed by high voltage transmission lines.

(E) Wading, swimming, or boating. It shall be unlawful for any person to wade, swim, bathe, or boat within any park area not specifically designated for that purpose.

(F) Camping. It shall be unlawful for any person to camp overnight in a park without first obtaining a permit under this chapter.

(G) Climbing. It shall be unlawful for any person to climb fences, buildings, or other structures in a park, except play equipment designated for that purpose.

§ 105.08 VEHICLES.

(A) It shall be unlawful for any person to:

(1) Drive or operate any vehicle in, over or through any park area except upon drives, streets, boulevards or other areas designated for such purposes.

(2) Stop, stand or park any motor vehicle or permit any such motor vehicle to so stop, stand or park within any park except within the limit lines of a designated parking stall or a passenger curb loading zone; or

(3) Wash a vehicle in any park or do routine maintenance in any park area not specifically designated for that purpose.

(B) It is an affirmative defense to prosecution under division (A) of this section that the driving, stopping, standing, or parking was due to temporary mechanical failure of the vehicle, provided that as soon as reasonably possible the operator completed emergency repairs or summoned tow removal equipment, as appropriate.

(C) The Director is authorized to establish time limits for the parking of motor vehicles within designated parking areas of the city's parks.

(D) If any motor vehicle is found within any park in violation of this division and the identity of the operator of such vehicle cannot be determined:

(1) It is rebuttably presumed that the registered owner of the vehicle is the person who stopped, stood, or parked the vehicle at the time and place of the alleged offense; and

(2) The police may remove or impound the vehicle as provided by law.

§ 105.09 ADDITIONAL RULES.

(A) The Director shall have the authority to adopt such additional rules as may be reasonably necessary to protect the safety of persons and property in parks, and to ensure that parks and recreation facilities are available for use on an orderly and non-discriminatory basis for those persons wishing to utilize those facilities.

(B) Rules adopted by the Director pursuant to this section shall be conspicuously posted at the parks facilities to which they apply.

(C) The violation of a rule adopted pursuant to this section shall not constitute an offense, but may subject the violator to ejection as provided by [§ 105.99\(A\)](#).

§ 105.98 ENFORCEMENT.

(A) Compliance with rules and regulations of this chapter is a condition of the use of the public parks and recreation areas of the city, and all peace officers shall have the right and power to arrest any person who may violate any of the rules, regulations, orders, or requirements of any ordinance or general law relating to the maintenance of the parks located within or without the corporate limits of the city.

(B) All park property owned and operated by the city shall be under the jurisdiction of the Police Department of the city, and all rules and regulations concerning said properties shall be enforced as provided herein.

(C) The Director and park attendants may in connection with their duties diligently enforce the provisions of this chapter.

(D) Proof of the fact that any device, sign, signal or marking designating or restricting any area of a park for particular hours, purposes, or uses was actually in place at any location in the city shall constitute prima facie evidence that the same was installed under the authority of law.

(E) It is an affirmative defense to prosecution under this chapter that at the time and place of the alleged violation the person:

(1) Had obtained written permission from the city or the Director to engage in the activity for which the offense is charged.

(2) Was acting on instructions lawfully given by a peace officer, the Director, or a park attendant.

(3) Was an employee or contractor of the city, or other public official, acting in the course and scope of his or her official duties in performing the activity for which the offense is charged; or

(4) Was responding appropriately to an emergency involving a sudden or unexpected occurrence of a serious and urgent situation which requires immediate action to preserve life or property, including without limitation fire, natural disaster, an automobile accident, or seeking immediate medical treatment for any person.

§ 105.99 PENALTY.

(A) Ejection. A person violating any provision of this chapter, or any rule adopted by the Director hereunder, may be ejected from a park by the Director, a peace officer, or any park attendant. It shall be unlawful for any person to remain in or on any park property after being instructed by the Director, a peace officer, or any park attendant to leave, and an unauthorized return or refusal to leave shall constitute criminal trespass.

(B) A violation of a provision of this chapter is an offense and shall be punishable upon conviction by a fine of not more than \$500. Unless otherwise expressly provided, a culpable mental state is not required for the commission of an offense under this chapter and need not be proved.