

Park Facility Reservation Policies

City of Westworth Village
311 Burton Hill Rd., Westworth Village, TX 76114

Purpose:

The City of Westworth Village charges a nominal fee for park facility rentals in order to recoup the cost incurred by the City for providing staff to set up and maintain the reservation system, to ensure the facility has been left clean after usage, for continued maintenance of the facilities, and to ensure fairness in use of the spaces.

Rental Processes and Policies:

1. All rental requests must be made through the City's online rental portal.
2. Submitting a request does not guarantee use of the space. A reservation is only valid once staff has approved the request and full payment has been made.
3. Requestors will have 3 days from the date of approval to make payment in full, or the reservation will be cancelled.
4. The City of Westworth Village reserves the right to schedule City sponsored events at any time at any City facility. These events will take priority over any and all reservations. In the case that an event is scheduled at the same time as an existing reservation, the renter will be notified immediately and the reservation fee will be refunded to the renter in full.
5. Reservations will be considered on a first come, first served basis. Requests must be made no less than 3 business days and no more than 60 days before the requested date of rental.
6. Permits for special events in city parks or playground that will significantly limit the use by the general public must be obtained in advance from the city secretary. Permit applications for park restrictive special events shall be made no less than 3 weeks in advance.
7. The individual submitting the rental application, hereinafter referred to as "renter", must be at least twenty-one (21) years of age at the date of the reservation and be able to present a valid Texas driver's license or ID.
8. The renter must be on premise for the entire duration of the rental time.
9. The renter must reside in Westworth Village to qualify for the discounted resident rate. Proof of residency in the form of presenting a current Texas driver's license/ ID or a current water bill may be requested prior to approval of the reservation.
10. A paid reservation guarantees the renter and their attendees exclusive use of the rental area only during the hours approved on the rental permit. Note, this is inclusive only of the rental space, not of any surrounding sidewalks, parking spaces, green space, playground equipment, etc.
11. Rental areas are allowed to be rented only in time blocks of 2, 4, or 6 hours. Rental time should include time for set up and clean up.
12. The City only allows one rental per rental area per day.
13. City facilities are for the use and enjoyment of the community and are not intended for personal gain or business matters. Therefore, rentals for the purpose of certain activities are prohibited. These include but are not limited to:
 - Rentals that are profit oriented.
 - Rentals that are intended to be used primarily to advocate, endorse, organize, or otherwise promote a political candidate, party organization, issue, or other political matter.
 - Rentals by individuals or organization intended to engage in any form of discrimination, including discrimination of age, sex, race, religion, or natural origin.
14. The user agrees to indemnify and hold the City of Westworth Village, 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.
16. The City shall reserve the right to deny use to anyone and/or any organization at its own discretion.
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 Administrator or their designee.

18. 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).
19. The City reserves the right to seek damages for any City property damaged by the renter or attendees of the renter's event.
20. The City reserves the right to charge an additional fee to the renter if the rental area was not cleared of all items brought in by renter or attendees of renter's event. The rental area must be returned to its original condition at the conclusion of the rental period. All food, décor, debris, etc., must be removed and/ or properly disposed of in waste receptacles. If any tables were moved, they must be returned to their original location.
21. Renter must take photographs of the space at arrival and departure. If at arrival there are any issues of note in the rental area, it is the responsibility of the renter to document these and communicate them immediately to the City.
22. Items that are difficult to clean, impede on others' use and/ or enjoyment of the surrounding facility, or that pose a risk of damage to City property are strictly prohibited. Examples include but are not limited to:
 - Inflatables (i.e. bounce houses, slides, inflatable games, etc.)
 - Foam machines
 - Confetti, glitter, party poppers, etc.
 - Petting zoos
 - Grills or smokers
23. All park rules, as displayed on signage throughout in the park and in accordance with City Ordinance 1.12, must be strictly observed and adhered to at all times, and include the following:
 - Park operating hours are from 6:00 AM to 10:00 PM daily.
 - No person shall use glass bottles or any breakable glass items.
 - No person shall participate or engage in any activity in public areas when such activity will create a danger to the public or may be considered a public nuisance, including reckless or boisterous behavior, bullying, or any other activity that could endanger the safety of persons or spectators.
 - No person shall use, possess, or be under the influence of a controlled substance or illegal drugs.
 - No person shall remain, stay, or loiter outside of the posted hours without a permit.
 - No person shall carry or discharge any firearms, firecrackers, (torpedoes, rockets, or any other fireworks) airguns, BB guns, clubs, pipes, martial arts weapons, slingshots, bows and arrows, or guns unless allowed by state law.
 - No person shall apply, or cause to be applied, any vandalism, including, but not limited to graffiti, tagging, stickers, or decals to any facilities.
 - No person shall allow a dog, or other domestic animal, off-leash.
 - No person shall hit, drive or putt golf balls in a city park.
 - No person shall damage, cut, break, injure, deface, or disturb any tree, shrub, plant, rock, building, monument, fence, bench or other structure, apparatus, or property; or to pluck, pull up, cut, take, or remove any shrub, bush, plant, or flower, except as authorized by the city administrator for maintenance.
 - No person shall make or kindle a fire except in picnic grill provided by the city for that purpose.
 - No person shall leave garbage, cans, bottles, papers, or other refuse outside the provided trash receptacles.
 - No person shall camp in or on any park or trail property.
 - No person shall commit any obscene, lewd, or indecent act that would offend a person of ordinary sensibilities.
 - No person shall disturb the peace in any manner, including any picnic, meeting, service, concert, exercise, exhibition, or other authorized activity.
 - No person shall sell or offer for sale any food, drinks, confections, merchandise, or services unless such person or organization has been issued a permit by the city secretary's office.
 - No person shall drive any vehicle over or across the curbs, sidewalks, grass, or lawn within any park areas; an exception will be made for city staff performing park maintenance or responding to an emergency.
 - There shall be no skateboarding or skating on park equipment, including but not limited to benches, tables, playground equipment, curbs, planters, steps, and railings.
24. The City of Westworth Village 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, and, depending on the nature of the violation(s), potential for issuance of citation(s). Prior irresponsible use can be considered a valid reason for the City to reject a rental.

Inclement Weather, Cancellation, and Re-Schedule Policies:

- **Inclement Weather Policy**
 - If weather events including but not limited to rain, thunderstorm, or high winds prohibit use of the facility for an approved and paid event, the renter must notify the City no later than the next business day at 5:00 PM to request a reschedule. Failure to request a re-schedule in this time will result in the forfeiture of the fees paid for the originally requested event date.
 - The City will attempt to reschedule the event within 30 days of the original reservation. If there are no date within 30 days available to reschedule, the city will refund 100% of the rental fee.
- **Cancellation Policy**
 - If the cancellation request is made:
 - 15 or more days before the scheduled event, renter is eligible for a **75% refund**
 - 14 to 7 days before the scheduled event, renter is eligible for a **50% refund**
 - 6 day or less before the schedule event, renter is **not eligible for a refund**
- **Reschedule Policy**
 - If for any reason, other than inclement weather, the renter requests a reschedule, the reschedule date must not exceed 60 days from the original reservation date.
 - Renter must pay \$25 administration fee for each reschedule request.
 - Reschedule requests must be made more than 7 days before the originally scheduled event. Requests made 7 days or less will be considered cancellations and will not be eligible for reschedule *or* refund.

Available Rental Areas and Fees:

Rental Area	Rental Rates					
	2 Hours		4 Hours		6 Hours	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
Veritas Pavilion	\$35	\$50	\$55	\$70	\$75	\$90
Mayor's Pavilion	\$15	\$30	\$25	\$45	\$35	\$60
Playground Pavilion	\$15	\$30	\$25	\$45	\$35	\$60
Pickleball Court	\$35	\$45	\$55	\$60	\$75	\$75
Entire Park	If you would like to request to rent the entire park for your event, the city will contact you to discuss your event. If the event is approved, pricing will be determined at that time.					

Rental Area Locations and Information:

Location	Rental Area	Information
1	Veritas Pavilion	Covered pavilion, 12 8' picnic tables, lighting, electricity available
2	Mayor's Pavilion	Covered pavilion, 2 4.5' picnic tables, no lighting, no electricity available
3	Playground Pavilion	Covered pavilion, 2 8' picnic tables, no lighting, no electricity available
4	Pickleball Court	Must provide own equipment

***Note:** Public restrooms and water fountains are available inside the Police Department lobby, located inside City Hall nearest to the park. Please see next page for location maps.



