



Glenn Heights Park Rental Request Form

1938-D S. Hampton Road, Glenn Heights, TX 75154 | 972-223-1690 ext. 425

RENTER INFORMATION

Renter Name:	Organization (optional):
Street Address:	
City & State	Phone #:
Zip Code:	Email
Second Signer (optional)	Second Signer Phone #:

FACILITY INFORMATION

Rental Date:	
Day of the week: Sunday Monday Tuesday Wednesday Thursday Friday Saturday	
Rental Start Time*:	Rental End Time*: * must include set up/clean up time
Expected Attendance:	Guest of Honor:
What time will your guests arrive?	What time will your guests depart?
Heritage Park Res/NR Hrly Capacity Park hours: 5 am - 11 pm <input type="checkbox"/> Heritage Park* \$250/\$400 1500**	*4 hour minimum **May require drop off service - parking may limit capacity
Deposits: <input type="checkbox"/> \$250 Resident Damage Deposit <input type="checkbox"/> \$450 Non-Resident Damage Deposit	

EVENT DETAILS

Event Type:		
<input type="checkbox"/> Charity Event Charity Name: _____	<input type="checkbox"/> Family Reunion	<input type="checkbox"/> Special Event Event Name: _____
<input type="checkbox"/> Wedding and/or Reception	<input type="checkbox"/> Other _____	
Event notes (Additional event information for staff of Police and Fire Department):		

Event Activities:	
<input type="checkbox"/> Bounce house (Liability insurance from rental company needed)	<input type="checkbox"/> Propane grill or BBQ pit
<input type="checkbox"/> Food Truck (Requires purchase of additional permit)	<input type="checkbox"/> Petting zoo or other amusement vendor (subject to approval)
<input type="checkbox"/> Music - DJ or band	<input type="checkbox"/> Other _____
Vendors or Food Trucks (List below) *	

*May require additional permit cost

FULL POLICIES LISTED SEPERATELY - SIGNATURE REQUIRED

SUPERVISOR USE ONLY

STAFF USE ONLY

<input type="checkbox"/> Insurance Received	<input type="checkbox"/> Vendor Permit Received	<input type="checkbox"/> Policies Signed	Rental #
Approved:	Booking Staff:	Date:	

Park Rental Policies

Availability, Eligibility & Rental Requirements	<ul style="list-style-type: none"> • Rental reservation requests are accepted up to 1 year in advance. • Requests can be made in person or online at least 7 days in advance. • Only 2 dates may be on the books at one time. • Proof of residency required. • Payment for all fees is due at the time of booking. • A special event permit may be required for large gatherings, inviting the general public, and street closures. • Renter must be on-site for the duration of the rental and comply with and enforce all policies, rules, and regulations pertaining to facility usage. • Renter is responsible for the set up, breakdown, and cleaning of the rental space and this time must be included in the rented time. • Renter may not do anything that will obstruct or interfere with the rights of other renters or users in the park; basketball courts, athletic fields, and other park amenities remain open to the public at all times and are not included in your reservation. • For parks assistance during your rental call the Glenn Heights Community Center at (972) 223-1690 for instances such as: <ul style="list-style-type: none"> ○ Pavilion is occupied by a person or group that will not leave once you have shown your permit. ○ Trash cans are full and need to be emptied.
Prohibited Items & Activities	<ul style="list-style-type: none"> • Alcohol is prohibited. Presence of alcohol on the property is grounds for immediate shutdown of your rental. • Commercial solicitation and transactions are prohibited (selling merchandise, admission fees, gambling, fundraising). • Sidewalk chalk, confetti eggs, silly string, piñatas, glass containers, and water balloons are prohibited. • Firearms are prohibited except as authorized by law. • Golfing, archery, remote control vehicles including planes, and horseback riding are prohibited. • Vehicles cannot be driven over or across the curbs, sidewalks, grass, or lawn within the park. • Campfires and open burning is prohibited. Personal barbeque grills are allowed in the parking lot only. • Water access is limited to the restroom sinks and water fountains; water bounce houses are prohibited.
Vendors & Entertainment	<ul style="list-style-type: none"> • Liability insurance policy listing the City of Glenn Heights as additionally insured with limits of \$500,000 will be required for all bounce houses, amusements, and entertainers. • Generators (not provided by the City) must be used for all bounce houses/amusements. • All vendors including food trucks, Kona Ice or similar, or any other person or business who you have contracted to service the party must be listed at the time of application so a Vendor Permit can be issued. (Potential additional cost)
Decorations & Cleaning Requirements	<ul style="list-style-type: none"> • Renter cannot nail, tack, screw, or otherwise physically attach materials to any part of the facility. • All decorations must remain inside the rented area and removed completely at the conclusion of the rental. • A limited number of picnic tables are available at each pavilion; you may bring additional tables or chairs as needed. • Renter and their guests must vacate the pavilion by the end of contracted time. • All trash must be bagged and disposed of properly in trash receptacles.
Supervision & Security	<ul style="list-style-type: none"> • One chaperone (21 yrs+) shall be required for every 25 minors (up to 18 yrs of age). Chaperones shall be present throughout the rental time, and shall not leave the area until all youth have vacated the immediate area. • All applications must state the maximum expected attendance. A rental may be shut down immediately by the Glenn Heights staff or Glenn Heights Police Department without refund of deposit or rental fees if expected attendance exceeds the maximum number stated by greater than 10% or for breach of the peace. • PARD staff reserve the right to determine whether police security shall be required and in collaboration with the Glenn Heights Police Department, determine the amount of security required. If renter refuses to assume the cost, the rental is subject to cancellation.
Cancellations	<ul style="list-style-type: none"> • Cancellation requests must be submitted in writing at bit.ly/GHRentalCancellation. If cancellation is due to weather, it must be submitted by the next business day following your rental date.
Legal	<ul style="list-style-type: none"> • The Parks & Recreation Superintendent or designee has the right to refuse rental if the proposed event conflicts with scheduled events or if the proposed use is perceived to be physically detrimental to the facility. • At no time shall a renter sublease or assign its rental to another individual, group, or organization. • PARD reserves the right to cancel a rental at any time. Any rental found to be in violation of the rules stated will be subject to loss of its damage deposit and shall be grounds for prohibiting future use of PARD facilities. • Renter agrees to indemnify and hold harmless the City, its agents, and employees from and against any claims for damages to persons or property arising out of any use of the facility and its premises by renter. The renter does hereby assume all liability and responsibility for bodily injuries, claims, or suits for damages to persons or property of whatsoever kind or character, whether real or asserted, occurring in connection with the use of the facility or its premises by renter, his or its agents, servants, employees, contractors or subcontractors. The City assumes no responsibility for any property placed in or about the facility.

I have read and understand the policies for the use of the facility and agree to abide by the conditions of use. I understand I may lose rental privileges for non-compliance or damage to the facility.

Renter Signature

Date

Second Signer Signature

Date