



FACILITY RESERVATION INFORMATION

(Revised August 2013)

The following are recreation facilities that may be rented from The City of Leander Parks and 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 to determine if the facility is available for the date and time desired. Once it is determined that the facility is available you must complete the *Facility Rental Agreement* and submit the required payment. *Facility Rental Agreement* is available both online at www.leandertx.gov and at the Leander Parks and Recreation Office located at 406 Municipal Drive. Our business hours are 8 am to Noon and 1pm to 5 pm, Monday through Friday. Acceptable forms of payment are: cash, check or credit card (Visa, Master Card, Discover or American Express). There is a \$2.00 Convenience Fee for all credit card transactions. Rentals are not confirmed until all paperwork and payment is received in full.

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	Non-Residents
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)
Irrigated Athletic Fields (90 minutes)	No Lights - \$25 (Same rental rate for residents and non-residents)	Lighted - \$35
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 is 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 and Damage Deposit

Welcome to Leander City Parks!

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 August 2013)

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 * <input type="checkbox"/> Benbrook Ranch Park <input type="checkbox"/> Devine Lake Park <input type="checkbox"/> Bledsoe Park	RESIDENT: \$50 (4 hours) NON RESIDENT: \$75 (4 hours)	(Circle One) 9am – 1pm 1:30-5:30pm 6-10pm	Total
<input type="checkbox"/> <u>Amphitheater (Bledsoe Park)*</u>	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 <input type="checkbox"/> Bledsoe Park <input type="checkbox"/> 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
<input type="checkbox"/> <u>Concession Stand (Bledsoe Park)*</u> <i>(Must be accompanied by additional facility rental, Ex: Field or Pavilion Rental)</i>	RESIDENT: \$50 per day NON RESIDENT: \$75 per day	Date: _____	Total
<input type="checkbox"/> <u>Disc Golf Course Tournaments</u> (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, AmEx)

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 inflatable's must go through approved vendors OR be able to meet the following criteria: show documentation of the state certification for each inflatable to be used, adequate liability insurance stating The City of Leander as an additional insured, and use water barrels or sand bags for securing inflatable's.
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.
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.** Cancellations involving field lights must be made no later than the day of the rental during regular office hours (8am-5pm) and prior to when the lights are to be activated. Once lights are activated no refunds will be issued. Refunds for non-lighted facilities may be given for inclement weather occurring at the time of the rental. Call Parks & Recreation before the end of the following business day to request a refund. Refunds will not be given if adjacent facilities are not operational on the day of rental (WaterPlayScape, Swimming Pool, etc.). **For after hours or weekend assistance call 512.563.1836 or 512-563-4821.**
12. 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 agrees to the *Agreement Terms* and to be personally responsible for damages or problems caused by the rental group.

Renter Signature

Date

City Approval

Date

Leander Parks and Recreation



PEACE



LOVE



PARKS

PARD USE ONLY

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

Amount: _____ PO #: _____ Processed by: _____

Refund Issued to: _____