Mesquite Parks and Recreation Department (MPAR) *09/10*
Pavilion, Shelter & Day Camp Reservation Policy

1. **Reservation Procedure:** Reservations for shelters and pavilions may be made eleven calendar months in advance. Example: Beginning November, reservations for November through September can be made. Reservations must be made at least 7 days prior to the reservation. Call the Mesquite Parks and Recreation Administration Office at 972-216-6260 or visit our website at www.cityofmesquite.com.

2. **Reservation Periods:**
   Shelter and Pavilion reservations: 9 am - 3 pm or 3 pm - 9 pm
   Rorie-Galloway Day Camp: 8 am - 11 pm

3. **Payment:** Payment is due at the time the reservation is made. Tentative reservations without payment will not be made. Reservation payments will be accepted at the Mesquite Parks and Recreation Administration Office, 1515 North Galloway; Monday – Friday from 8 am – 5 pm. Payments may be cash, credit card or checks payable to the "City of Mesquite". Credit card payments are accepted for telephone reservations. Personal checks and credit cards cannot be accepted in any other name than the name of the reserving party.

4. **Residency Requirements:** The individual requesting a reservation must be at least 21 years of age and provide residency documentation during the reservation process. A resident without a Mesquite address on their driver's license must provide other documentation, such as a recent rental lease or utility bill. This documentation must match the same name on the driver's license to prove residency. Discrepancies with provided documents will be considered invalid proof of residency and the non-resident fee will apply. Employment or owning property (without living) in Mesquite does not constitute residency for this purpose.

5. **Rorie-Galloway Day Camp:** A $100 cleaning, damage, and key deposit is required for rental of this facility. An entry gate code is issued at Mesquite Parks and Recreation the last working day prior to the reservation. Keys are due back to our administration office on the next working day. A penalty of $10 per day will be kept from the deposit if patrons do not return keys by 5 pm of the next working day. A custodial fee of $50 will be kept from the deposit if reservations do not clear facility of litter. If no damages or violations are reported, deposit will be refunded within three weeks after the conclusion of the reservation.

6. **Cleaning the Facility:** The user is responsible for cleaning the reserved premises, tables and adjacent areas. Mesquite Parks and Recreation will not clean shelters and pavilions between daily reservations.

7. **Refunds, Credits and Cancellations:** The following fees will be assessed for changes, transfers or cancellation of a pavilion, shelter, or day camp reservation:
   - 50% of the reservation fee within 7 days of the scheduled reservation date
   - 25% of the reservation fee more than 7 days from the scheduled reservation date
   - $25 change fee for day camp reservations

   Refunds or credits will not be issued in the event of inclement weather. Any amount that is $25 or less is non-refundable.

8. **Decorations:** Pins and/or tape are allowed to hang decorations, but must be removed. The use of nails and staples is prohibited.

9. **Admission Fee and Other Charges:** Admission fees charged by the renter or solicitation of funds in conjunction with a reservation, is not allowed.

10. **Standing Reservations:** Standing reservations will be considered on a case by case basis only at the approval of the Director of Parks and Recreation. A Standing Reservation Application must be submitted for approval.

11. **Winter Reservations:** Shelter and pavilion reservations will be available during the winter season. The availability of restroom facilities is dependant upon the facility and the weather and cannot be guaranteed during the winter season.

12. **Bounce Houses**: Bounce Houses are allowed in city parks with purchase of a permit ($15 per unit fee) and can only be set in the designated area. A $1M Insurance Policy from the vendor, listing Mesquite Parks and Recreation as Additional Insured, is required. Bounce houses must have a generator and may not be plugged into pavilion outlets. Bounce houses with water features are not allowed.

13. **Amusement Rides:** Carnival style rides such as Trains, Petting Zoo's, Pony Rides, etc. are not allowed.

14. **Canopies**: Tents and canopies no larger than 10'x20'can be used in conjunction with a reservation. Large, commercial size tents and canopies are not allowed. Use of stakes larger than 8 inches is prohibited.

15. **Rental Contract:** Rental contracts and permits must be kept at all times in the possession of the person to whom it is issued. This person must remain onsite for the duration of the event.

16. **Noise:** Small radios and small sound systems are permitted.

17. **Motor Vehicles:** All motor vehicles must be kept in designated parking areas and are not allowed to be driven or parked on any grass areas, sidewalks, or trails.

18. **Electricity:** Mesquite Parks and Recreation does not guarantee that the park electrical outlets are functioning at any given moment; therefore it is the responsibility of the renter to have a backup plan for all electrical equipment. Access to water will not be provided.

19. **Non-Compliance:** Loss of future reservation privileges may apply for failure to comply with the above guidelines.

MESQUITE Parks & Recreation