

City of Orchard

Large Pavilion Rules and Regulations

- 1. The Large Pavilion may only be reserved by churches and non-profit community organizations that are based within the city limits of Orchard. City council must approve all requests. _____**

- 2. A request form must be submitted to the city office during normal business hours. _____**

- 3. Requests will be accepted from adults only, 18 years and older. The Large Pavilion may be requested for use within the hours of dawn to dusk. _____**

- 4. Rental fees are exempt for non-profit organizations, but a deposit fee is required. _____**

- 5. The permit holder agrees to assume all liability for damages that may occur during their rental period. The permit holder must have a copy of the permit with them during the event in case of proof of rental is required. _____**

- 6. The permit holder is responsible for the set up and cleanup of the facility and must include time needed for set up, decoration, and clean up in the requested rental time. _____**

- 7. It shall be the responsibility of the person signing the permit to be on-site for the entire duration of the rental and to comply with and rules and regulations pertaining to pavilion. _____**

- 8. Tobacco use is prohibited in the Large Pavilion area. _____**
- 9. Dogs are prohibited in the Large Pavilion area. _____**
- 10. The Large Pavilion will include the use of the bathrooms, concession area, lighting and electricity located in the Large Pavilion area. _____**
- 11. Rental of the large pavilion does NOT include rental of the park. _____**
- 12. All garbage shall be disposed in proper receptacles in order to keep facility clean and neat. _____**
- 13. The use of loudspeakers, amplifiers, and microphones are prohibited except with the prior written approval of the City Council. _____**
- 14. Excessive noise or complaints from residents adjacent to the pavilion area may result in loss of deposit and forfeit the opportunity to reserve the facility in the future. _____**
- 15. Alcoholic beverages in any form are prohibited in the Large Pavilion unless otherwise approved by the city council. _____**
- 16. The person whose signature appears on the Orchard Park Pavilion reservation application is fully responsible for all participants using the facility. _____**
- 17. Nails, tacks, tape, screws or other items may not be used on any part of the facility. _____**

- 18. The applicant should inspect the facility prior to rental and report any damages to the City of Orchard before usage. _____**
- 19. The facility must be used “As is”. No special services will be provided by the City to make the existing facility usable for a specific purpose. The City will clean the Large Pavilion area as frequently as possible. It is the applicant’s responsibility to provide any cleaning or products for their reservation date and time. _____**
- 20. The individual, group, or organization is responsible for returning the Large Pavilion to its original condition following its use for the deposit to be reimbursed. _____**
- 21. A City of Orchard representative will check the facility after each use and will determine compliance with all rules and regulations.**
- 22. If canceling a reservation, the individual whose signature appears on the reservation application must notify the City of Orchard at least twenty-four hours (24hrs). _____**
- 23. The individual, group or organization will abide by all rules and regulations set forth by the City of Orchard, both written and verbal, and will not hold the City of Orchard liable for any injury sustained while using any of the facilities. _____**
- 24. The City of Orchard reserves the right to refuse or cancel any reservation at any time. _____**



Organization Information

Name of Group/Organization: _____

What is your organization's purpose? _____

Name of Group/Organization Contact Person:

Contact Phone Number: _____

Contact Email Address: _____

Mailing Address: _____

City, State, Zip Code: _____

Event Information

Requested date of event: _____

Event times (from set up to the time cleanup is done): _____

How many people do you expect at your event? _____

What type of activities will you have at your event (be specific – i.e. food, music, etc.)?

Will there be a charge for the event or any items sold at the event? If so, please explain:

Please sign and date that you have reviewed and agreed to the Park Rules and Regulations:

Sign: _____

Please submit completed form to Melissa Andel, City Secretary in one of the following manners: • Scan and email the form to coforchard@twlt.net • Fax the form to 888-216-8503 • Drop the form off at the City Hall located at 9714 Kibler St, Orchard, TX 77464, Monday through Friday 8 am to 2 pm

For Office Use Only: Staff Initials _____ Date/Time Received _____