

City of Orchard

Park Rules and Regulations

- 1. A permit must be approved for any gatherings or groups of 10 or more for use of the Orchard Park. The permit requestor must reside within the city limits of Orchard. _____**

- 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 permit may be requested for use within the hours of dawn to dusk for a period of time not to exceed 4 hours. _____**

- 4. A rental fee of \$25 includes exclusive use of one small pavilion and two picnic tables. _____**

- 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 park 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. _____**

- 8. Tobacco use is prohibited in the park area. _____**
- 9. Dogs are allowed in the park. Dogs must be leashed at all times and accompanied by the owner. The owner of the dog is expected to clean up after their dog and dispose of waste. _____**
- 10. Bathrooms will be available for use during the permitted period. Bathroom use is not exclusive to the permitted group. _____**
- 11. Permit does not include access to the large pavilion. _____**
- 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 park area may result in denied requests for future permits. _____**
- 15. Alcoholic beverages in any form are prohibited in the park unless otherwise approved by the city council. _____**
- 16. The person whose signature appears on the Orchard Park permit application is fully responsible for all participants using the park. _____**
- 17. Nails, tacks, tape, screws or other items may not be used on any part of the park. _____**

18. The applicant should inspect the area prior to allowed time slot 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 area usable for a specific purpose. The City will clean the park area as frequently as possible. It is the applicant’s responsibility to provide any cleaning or products for their permitted date and time. _____

20. The individual, group, or organization is responsible for returning the park area to its original condition following its use. _____

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 permit, the individual whose signature appears on the park application must notify the City of Orchard at least twenty-four hours (24hrs) prior to the gathering. _____

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 (25 max)?

What type of activities will you have at your event (be specific – i.e. food, bounce houses, 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 _____