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PARKS PERMIT APPLICATION

Department of Parks and Recreation
City of Celina, Texas

TODAY'S DATE: _____

PERMIT FEE: _____

EVENT DATE: _____

NO. OF ATTENDEES : _____ (GROUPS OF 50+ MAY REQUIRE SPECIAL EVENTS PERMIT)

All facility reservations are on a first come first serve basis. A complete reservation application, total fee and insurance documentation as applicable are required to finalize reservations.

1) APPLICANT INFORMATION:

Name/ Organization:	
Address:	
Cell Phone:	Alternate Phone:
Contact Name:	Email:

2) REQUESTED SERVICES: (Check all that apply)

Pavilion <input type="checkbox"/>	Tournament <input type="checkbox"/>	Game <input type="checkbox"/>	Practice <input type="checkbox"/>	Other <input type="checkbox"/> (Please specify below)
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3) FOOTBALL/SOCCER FIELD USE ONLY: (# of fields needed)

Football: _____
Soccer: U4/5: _____ U6/7: _____ U8/9: _____ U10/11: _____ U/12: _____ Adult: _____

4) BASEBALL/SOFTBALL USE ONLY: (Indicate team age)

Fields needed: Baseball Age: _____ Softball Age: _____
Lights needed: (*\$40 per hour per field) From: _____ To: _____

5) PAVILION USE ONLY: (Check those that apply)

Will you be using a bounce house?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Will there be amplified sound? (speaker or radio)	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Will you be grilling?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Will you be catering food?	No <input type="checkbox"/>	Yes <input type="checkbox"/>

6) BRIEFLY EXPLAIN RESERVATION DATES & TIMES:

7) CANCELLATION/ REFUND POLICY:

More than 60 days prior to reservation 100% refund
30-60 days prior to reservation 75% refund
7-30 days prior to reservation 50% refund
Less than 7 days prior to reservation No refund
*No refund for inclement weather, date(s) may be rescheduled on next available date during the same sports season. All cancellations and reservation changes must be in writing.

8) PARK USE POLICIES: (Signature required)

ALL FACILITY USE IS SUBJECT TO THE FOLLOWING RULES AND REGULATIONS. FAILURE TO ADHERE TO THESE RULES MAY RESULT IN THE SUSPENSION OF RESERVATION PRIVILEGES AND/ OR FINE.

- A.** The facility reserved is accepted as is. No special services will be performed. The reserving party is encouraged to inspect the facility prior to its use checking for quantity of electrical outlets, number of picnic tables, availability of water, etc.
- B.** The size of the group shall not exceed the expected attendance as printed on this permit without written approval of the City of Celina.
- C.** Alcoholic beverages in any form are prohibited.
- D.** Motorized vehicles are restricted to paved roads and designated parking areas. These vehicles must not drive on grass areas, even for purposes of loading / unloading supplies.
- E.** All fires must be maintained in proper receptacles.
- F.** Electrical appliances requiring more than 1,500 watts of power or drawing more than 15 amps of power will not be permitted.
- G. All paper and waste shall be deposited in proper receptacles in order to keep the facilities clean and neat. Clean-up of the pavilion and park areas used is the responsibility of the permit holder.**
- H.** All reservations must comply with all other applicable City of Celina park use rules and regulations as specified by City Ordinance.
- I.** The permit holder assumes responsibility for damage to, or maintenance of, facilities growing out of usage beyond normal and usual wear.
- J.** The permit holder is fully responsible for all participants using the facilities under the jurisdiction of the City of Celina, and is responsible for returning the facility to the original condition following its use.
- K.** The use of loudspeakers, amplifiers, or microphones, is prohibited, except with the written approval of the City of Celina.
- L.** Any individual, organization, or business reserving facilities may not use these facilities for fund-raising or profit-making endeavors except with written approval of the City of Celina.

Signature _____ Date _____

If you experience any problems at the park during your reservation, please contact the Celina Police Department at 972-382-2121.

YOU MUST HAVE THIS PERMIT IN YOUR POSSESSION DURING YOUR RESERVATION.

OFFICE USE ONLY:

Additional Services Requested: _____
Additional Park Staff Services Requested: _____
Fees for Additional Services: _____
League Requirements Received: 501(c)(3) Board of Director Bylaws
Approval: _____