



APPLICANT INFORMATION

Organization:		Organization Phone #:	
Organization Address:			
City:	State:	Zip Code:	
Person filling out application:			
Phone # of person filling out application:		Email:	

ACTIVITY INFORMATION

Date of Activity: / /			
Reservation Time Block:	<input type="checkbox"/> 8:00AM – 1:00PM	<input type="checkbox"/> 2:00PM – 7:00PM	<input type="checkbox"/> 8:00AM – 7:00PM
Type of Activity (explain purpose of activity):			
Estimated Number of People Attending Activity:			
Reservation Location (check all that apply):			
<input type="checkbox"/> Frisco Commons Pavilion # 1E	<input type="checkbox"/> Frisco Commons Pavilion #1W		
<input type="checkbox"/> Frisco Commons Park Pavilion #1E & #1W (combined)	<input type="checkbox"/> Frisco Commons Pavilion #2		
<input type="checkbox"/> Warren Sports Complex Pavilion	<input type="checkbox"/> Shawnee Basketball Roofed Slab (no tables)		
Will Food and/or Beverages be on-site for the activity? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, please indicate how food will be prepared: <input type="checkbox"/> brought from home <input type="checkbox"/> grilled on site <input type="checkbox"/> delivered <input type="checkbox"/> catered			
Please identify all other activities & structures (bounce house, tents, music, sports, games, etc.):			

FOR OFFICE USE ONLY

Date Application Received:	Received By:
Date Rental Fee Received:	Cash, Check #, Credit:
Required Rental Amount:	Rental #:
Required Documents Rec'd : <input type="checkbox"/> Bounce House Insurance <input type="checkbox"/> Caterer's Approval <input type="checkbox"/> Sound System Approved	
<input type="checkbox"/> Company Insurance / Release of Liability	
<input type="checkbox"/> Other _____	
<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Permit Issued	<input type="checkbox"/> Pending _____



Reservation Policy

1. Reservations may be made up to six months in advance and must be received at least 7 days in advance of the reservation date.
2. Reservations must be made in person. Telephone reservations will not be accepted; however you may call 972-292-6643 to check availability of a date at a facility. We cannot hold a reservation date over the phone.
3. You must be at least 18 years of age to make a reservation and responsible adult supervision must be provided at all times to insure that the facility and surrounding grounds are utilized in a safe and orderly manner.
4. Cancellations must be made at least 14 days in advance to receive a full refund.
5. Inclement Weather Policy – Weather is unpredictable; therefore reservations are made at **your own risk**. If there is inclement weather **on the day of your event**, you have 3 days to notify the office in order to receive a full refund. No cancellations will be accepted prior to your event based on a predicted weather forecast. The City of Frisco reserves the right to make the final decision on questionable weather.
6. Any funds raised on city park property must be approved prior to the event and in writing by the Director of Parks and Recreation or his/her designee.
7. All motorized vehicles must be left in designated parking areas and are not allowed to be driven or parked on any grass areas or sidewalks.
8. The consumption or possession of alcoholic beverages is prohibited.
9. The City of Frisco 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.
10. Sound systems, loudspeakers, amplifiers and microphones are prohibited, except with the written consent of the Director of Parks & Recreation or his/her designee.
11. All trash shall be disposed of in the proper receptacles. The Permit Holder shall be responsible for the cleanup of the reserved premises and adjacent areas.
12. The Permit Holder assumes full responsibility for any damage to the facility and adjacent grounds.
13. Fires shall be permitted only in enclosed fireplaces or grills in designated areas. After use, coals shall be thoroughly extinguished with water, cooled, and disposed of in a trash receptacle. Privately-owned charcoal grills are not permitted on grass areas or on picnic tables located in the park. Gas grills are allowed on grassy areas only.
14. In order for a Bounce House to be on city property, a \$1M Insurance Policy from the vendor, listing the City of Frisco as Additional Insured, is required. The policy must be submitted to the Parks & Recreation Department 7 days prior to the reservation date. Failure to comply with this time frame may result in a cancellation of the reservation. Bounce House water slides are prohibited. It is the responsibility of the renter to make sure that the Bounce House Company provides a generator as a backup source in case the electricity does not work. It is the responsibility of the renter to make sure that the Bounce House Company provides a generator as a backup source in case the electrical outlets do not work.
15. All water activities (balloons, squirt guns, pools, soaker hoses, water sponges, dunking booths, Slip-n-Slides, etc.) are prohibited.
16. The City of Frisco is not responsible for any lost or stolen items.
17. All other City of Frisco Ordinances shall be enforced.
18. Loss of future reservation privileges may apply for failure to comply with the above guidelines.

I have read and understand the above rules and regulations and sign this form voluntarily.

Printed Name

Signature

Date



PARK PAVILION RESERVATION FEES:

1. Half Day Reservation Block (8:00 a.m. – 1:00 p.m. or 2:00 p.m. – 7:00 p.m.)

<u>Park Property</u>	<u>Resident Fee</u>	<u>Non-Resident Fee</u>
Frisco Commons Pavilion #1E	\$ 45	\$ 90
Frisco Commons Pavilion #1W	\$ 45	\$ 90
Frisco Commons Pavilion #1E & 1W	\$100	\$200
Frisco Commons Pavilion #2	\$ 35	\$ 70
Warren Sports Complex Pavilion	\$ 35	\$ 70
Shawnee Park Basketball Slab Pavilion	\$ 35	\$ 70

2. Full Day Reservation Block (8:00 a.m. – 7:00 p.m.)

<u>Park Property</u>	<u>Resident Fee</u>	<u>Non-Resident Fee</u>
Frisco Commons Pavilion #1E	\$ 90	\$180
Frisco Commons Pavilion #1W	\$ 90	\$180
Frisco Commons Pavilion #1E & 1W	\$200	\$400
Frisco Commons Pavilion #2	\$ 70	\$140
Warren Sports Complex Pavilion	\$ 70	\$140
Shawnee Park Basketball Slab Pavilion	\$ 70	\$140