



Building and Pavilion Guidelines

NOTICE TO PARK PATRONS

- Reservations must be paid in full the day the reservation is made. Reservations must be made in person at any of the following facilities: Tony Shotwell Life Center, Charley Taylor Recreation Center, Dalworth Recreation Center or the Kirby Creek Natatorium. Reservations are booked on a first come basis. You must review your rental contract and sign at time of reservation.
- Your usage permit is valid for the date and time indicated. The latest any reservation will be booked for pavilions are two working days (30 days is preferable) before the rental date. One week for buildings. Reservations can only be made up to 6 months in advance.
- Pavilion and/or gazebo rental refunds will NOT be given due to inclement weather.
- 72 hours prior notice is needed for refund on any and all cancellations for the pavilions. One week prior notice is needed for refund on any and all cancellations for the buildings. To request a refund the original signed contract must returned to the facility where the reservation was made. A refund check will be mailed within 14 days.
- Electricity or water hookups connection is NOT provided at **any** outdoor facilities.
- Alcoholic beverages are PROHIBITED in the parks and the buildings.
- NO commercial activity to involve the sale of any items is permitted.
- Amplified sound, music and speech are PROHIBITED in park facilities without a Special Use Permit approved by the Director of Parks, Arts and Recreation.
- The following require a Special Use Permit: Bounce houses, carnival game rides (pony rides), signage, food vendors, etc... Special Use permits are free of charge and must be completed at the time of reservation.
- To report facility or rental problems call **972-237-8350** and leave a detailed message with your phone number. An on call employee will call you back.
- In case of an emergency, notify the police at 911.
- Responsible party is LIABLE for damages to facility and equipment during the rental.
- Persons using the McFalls Building. Center agree to leave the building in the same or improved condition which existed prior to usage. Deposit will be kept when policy is not followed.
- Additional hours may be added to the McFalls Building. Center up until the Friday of 1 week before the rental on the weekend. Additional charges will apply.
- If all rules and regulations followed, the McFalls Building deposit refund will be MAILED WITHIN 14 BUSINESS DAYS after rental.

The Special Use permit must be displayed or be available at your event or activity.

Restrooms in the parks are closed when a hard freeze is anticipated.



Reglas para edificios y parques (building and pavilion guidelines)

- Las Reservaciones se deben de pagar en total el día que hacen su reservacion. Reservaciones debe ser pagadas en persona en los centros de recreacion: Tony Shotwell Life Center, Charley Taylor Recreation Center, Dalworth Recreation Center o Kirby Creek Natatorium.
- Su permiso es valido solamente para el tiempo y dia indicado. Deben de hacer reservaciones por lo menos 2 dias antes del evento. Una semana para edificios. Lo mas temprano que se puede rentar es 6 meses antes del evento.
- No hay reembolso por cuaso de mal tiempo.
- Para obtener un reembolso, se requiere 72 horas de aviso. Una semana para edificios. Para obtener un reembolso, regresa el contrato original en el lugar en donde lo reservo.
- No hay electricidad ni conexiones para aqua en ninguno de los parques en Grand Prairie.
- Se prohíbe bebidas alcholicas en los parques y salones.
- No se permite actividad commercial que envuelva la venta de ningun articulo.
- Se prohíbe ruidos excesivos incluyendo musica y discursos en los parques y salones.
- Los demas requieren un permiso de uso especial: Brincallones, Monta de caballos, noticias, personas que quiren vender comida, etc....Los permisos de uso especial son gratis y deben hacer lo en el tiempo de reservacion.
- Llame a 972-237-8350 si hay una probelema o para hacer un reporte. Deja un mensaje con su numero de telefono y la razon de su llamada. Un empleado regresara su llamada.
- En caso de emergencia, llame a la policia 911.
- La persona que se contrata es responsable por los danos que causen durante la renta del parque o salones.
- Personas que usan el edificio de Jennifer McFalls deben dejar el edificio limpio. El deposito no se devuelve si el salon no se deja limpio y en buenas condiciones.
- Puede rentar el edificio de Jennifer McFalls para horas adicional hasta el viernes de una semana antes del evento. Tiene que pagar costo adicional.
- Si todo esta bien, el deposito del edificio de Jennifer McFalls va a llegar por correo en 14 dias de trabajo despues del dia de renta.

Los Banos en los parques estaran cerados durante los meses de diciembre, enero, y febrero.
