



Building and Pavilion Guidelines

NOTICE TO PARK PATRONS

- Reservations must be paid in full the day the reservation is made.
- Your usage permit is valid for the date and time indicated on your permit. The latest any reservation will be booked for pavilions are 2 business days before the rental date and 7 business days for building rentals. Due to facility bookings and frequency 30 days is recommended.
- 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. 1 week prior notice is needed for refund on any and all cancellations for building rentals.
- Electricity is NOT provided at any outdoor facilities.
- The consumption and/or sale of alcohol are NOT permitted in parks and/or city facilities.
- Sale of merchandise or commercial activity is permitted with approval from the Director of Parks, Arts and Recreation.
- To report facility or rental problems, please call (972) 237-8350 and leave a detailed message with your name, phone number and rental reference. A staff member will respond as soon as possible.
- In case of an emergency, please call 911.
- Responsible party is liable for damages to facility and equipment during the rental.
- Persons using the McFalls Building 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.
- Persons using the McFalls Building must make sure the building is cleaned after usage.
- Additional hours may be added to the McFalls Building up until the Friday of 1 week before the rental on the weekend. Additional charges will apply.
- If all rules and regulations are followed, the McFalls Building deposit refund will be mailed within 14 business days after rental.
- The approved **Park Use Permit** must be displayed or be available at your event or activity.
- Restrooms in the parks are closed for winterization during the months of December-February, with the exception of Mike Lewis and Friendship Parks, which are closed only during inclement weather.



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NOTICIAS PARA PATRONS DE LOS PARQUES

- Su permiso es valido solamente para el tiempo y dia indicado
- Se PROHIBE bebidas alcoholicas en los parques y salones que se encuentran en los parques.
- NO SE PERMITE actividad commercial que envuelva la venta de ningun articulo.
- Se PROHIBE ruidos excesivos incluyendo musica y discursos en los parques y salones.
- Para obtener un reembolso, se requiere 72 hours de aviso.
- No se ofrece electricidad en ningun parquet.
- En caso de emergencia, llame a la policia 911.
- La persona que contrata es responsable por los danos que causen durante la renta del parque o salones.
- El deposito no se devuelve si el salon no se deja limpio y en buenas condiciones.
- El reembolso de los salones McFalls se enviaron por correo dos semanas despues de su evento.
- No hay reembolso por causa de mal tiempo.
- Los banos en los parques estaran cerados Durante los meses de Diciembre, Enero, y Febrero.
- **El Permiso de Uso Especial debe ser mostrado o estar disponible en su actividad o evento.**