



### **Pavilion Rental Requirements, Rules & Regulations**

All park regulations apply to pavilion usage. *In addition*, please adhere to these pavilion-specific rules for the continued enjoyment of the pavilion by others:

#### **Rental Requirements:**

- There is a limit of four events per week.
  - Saturdays 10 a.m. to 1 p.m. or 2 p.m. to 5 p.m.
  - Sundays 10 a.m. to 1 p.m. or 2 p.m. to 5 p.m.
- Reservations are not to exceed 20 participants, unless otherwise approved by the Rollingwood Staff.
- Rollingwood Residents: A refundable deposit of \$250 is required for all reservations. Non-Rollingwood Residents: A refundable deposit of \$500 is required for all reservations. The deposit must be in the form of a check made out to the City of Rollingwood. Failure to abide by park rules may lead to a loss of deposit.
- Applications must be filed no less than 21 days and no more than 60 days prior to the requested date(s) of use, unless otherwise approved by the Rollingwood Staff.
- In the event of inclement weather, see the City Secretary for a deposit refund. A copy of the pavilion/park rules must be signed, dated, and submitted with the reservation form. Failure to abide by park rules may result in a loss of deposit.

#### **Pavilion Rules and Regulations:**

- All event guests and park users are required to park in the upper parking lot located south of city hall at the corner of Gentry Drive and Nixon Drive. Please make sure your guests are aware of the parking location. There are both trails and a sidewalk that lead from the parking lot to the park.
- Parking in the upper lot, on Nixon, Pickwick and Gentry are allowed according to the green areas highlighted on the [map](#). Failure to park in the designated areas may lead to forfeit the \$250/\$500 security deposit and/or City of Rollingwood parking citation.
- Restroom facilities are located in the 1) Doyle Moore Field House, which is up the limestone stairway from the playscape and pavilion, or 2) Restroom, inside City Hall.
- All areas of Rollingwood Park are designated as non-smoking.
- Please bring your own trash bags for party trash and dispose in the trash cans provided. Recycle bins are also available for empty recyclable items. Decorations may be tied to the pavilion structure; however, no tape, glue, nails, or other methods of attachment may be used.
- Sound amplification equipment is prohibited except by special permit properly issued by the City.
- Park hours are dawn to dusk. Event and clean-up must be completed by dusk.



**Pavilion Rules and Regulations (cont'd):**

- No glass containers or alcoholic beverages are permitted.
- Skateboards, scooters and bicycles are prohibited in the pavilion.
- The pavilion and playscape areas are pet-free, no dogs or other pets allowed.
- There are electrical outlets at the pavilion. The fans may be utilized by turning the 60-minute timers associated with each set of fans. There are no light switches available for public use.
- A water fountain is available in the playscape area and near the restrooms in the Doyle Moore Field House.
- Rental of the pavilion does not guarantee exclusive use of the park.
- No moonwalks/jumpy houses or water slides allowed in the park.
- Barbecue grills or pits, snow cone stands and temporary food vendors are prohibited at the pavilion and in the park, except by special permit issued by the City.

At the end of the event, take a photograph of the cleaned pavilion and send it to [mrodriguez@rollingwoodtx.gov](mailto:mrodriguez@rollingwoodtx.gov) within 3 days. At that time your deposit will be returned to you by U.S. mail, if the pavilion was determined to be in its original state.

**Playscape Rules and Regulations:**

- Restrooms are located in the Doyle Moore Field House and inside City Hall.
- No smoking is permitted anywhere within the park grounds
- Park and playscape hours are dawn to dusk.
- The playscape is a designated pet-free area, no dogs or other pets allowed.
- The use of bicycles within the playscape area is prohibited.
- Climbing on the rock wall is prohibited. Please utilize stairs to go between the
- lower and upper park areas and the restrooms in the field house.
- Adults should accompany children when coming to utilizing or leaving the playscape area and restrooms. Children under the age of seven (7) years using the park shall be accompanied by a supervisor over the age of fourteen (14) years at all times. All groups must meet an adult-to-child ratio of one to six for supervision.

Violation of any segment of this policy and/or City Ordinances will be just cause for the denial of future reservation of park facilities and the forfeiture of any deposit made. Rowdy behavior or disturbances to residential neighborhoods adjacent to the park facility will be just cause for immediate cancellation of the activity by the Rollingwood Police Department, and forfeiture of the deposit made.

***NEITHER THE CITY OF ROLLINGWOOD, NOR ANY OF ITS OFFICERS, AGENCIES, OR EMPLOYEES, WILL BE RESPONSIBLE FOR INJURIES, LOSS OF, OR DAMAGE TO PERSONAL PROPERTY OCCURRING AS A RESULT OF YOUR ACTIVITY ON CITY PROPERTY.***

***I have read the Rental Requirements, Rules and Regulations for the Rollingwood Pavilion. I understand that following a violation of any of these Rules, my event is subject to immediate termination and I will forfeit my deposit.***