

City of Sugar Land
Parks & Recreation Department

**NON STANDARD
RESERVATION POLICIES**

Effective 8/1/2018

Imperial Park Recreation Center

Reservation Hours:

Sunday 1 p.m. to 5 p.m.

Monday – Friday 8 a.m. – 10 p.m.

Saturday 8 a.m. to 8 p.m.

Main Office (281) 275-2885

Fax (281) 275-2828

Email: parkreservations@sugarlandtx.gov

Mailing Address:

P.O. Box 110, Sugar Land, TX 77487-0110

<http://www.sugarlandtx.gov>

LOST CREEK PARK

3703 Lost Creek Blvd.
Sugar Land, TX 77479

SUGAR LAND MEMORIAL PARK

15300 University Blvd.
Sugar Land, TX 77479

OYSTER CREEK PARK

4033 Hwy. 6
Sugar Land, TX 77479

ELDRIDGE PARK

2511 Eldridge Road
Sugar Land, TX 77478

DUHACSEK PARK

17034 Old Richmond Road
Sugar Land, TX 77478

BRAZOS RIVER PARK

18427 Southwest Freeway
Sugar Land, TX 77479

The philosophy of the City of Sugar Land is to provide facilities for a broad cross-section of uses. To that end the City has developed a facility use policy that provides an opportunity to rent facilities, while not allowing any one group to dominate use of the facilities particularly during peak demand.

SECTION I - DEFINITIONS

City: refers to the City of Sugar Land

City Council: refers to the City Council of Sugar Land, Texas

Department: refers to the Sugar Land Parks and Recreation Department

Applicant: may be referred to as user, client, renter, or customer and means the person completing the rental contract.

Nonprofit Organization: shall be considered a nonprofit organization if they are currently recognized as exempt from federal income tax under section 501 (c) 3 of the Internal Revenue Code (IRC).

Resident: a person, business or organization that resides within the corporate city limits of Sugar Land.

Community Building: any enclosed reservation facility maintained by the Parks and Recreation Department

Park Space: Any park, park building or park facility that is managed by the Parks and Recreation Department

Non Standard Reservation (NSR): a temporary gathering, rally, parade, race, festival, exhibit, display, entertainment, performance, or presentation held in a park space that requires the placement or erection of one or more stages, booths, kiosks, tables, tents, barricades, or similar temporary structure and may exceed set occupancy limits of the pavilion or building.

Special Event: A unique activity, occurring for a limited or fixed duration, and having an impact to public property that impedes, obstructs, impairs, interferes or disrupts normal or usual use of city property, facilities, or right-of-way. Special event includes activities originating outside of the city limits and entering into the city resulting in an impact to public property exceeding the established capacity of such property. The term does not include the rental of a park building or other city facilities that are available to the general public for rental on a regular basis unless that rental impacts a public property by exceeding its stated capacity or requiring additional city services.

Standard Reservation: Any park gathering that stays within the set occupancy limits of the reservable park space and adheres to Standard Reservation and Facility Use Policies.

Peak Hours: Reservation times beginning on Friday at 5 p.m. to Sunday 10 p.m.

Non-Peak Hours: Reservation times beginning on Monday at 8 a.m. to Friday 5 p.m.

Applicants reserving Sugar Land Parks and Recreation facilities agree to abide by the following policies and procedures.

SECTION II –SECURING PARK SPACE

Contracts

Standard reservation contracts must be made in person. The Parks and Recreation Department will **not** accept phone reservations. No reservation shall be considered confirmed without a signed contract from the Parks and Recreation Department. (Please refer to Standard Reservation and Facility Use Policies)

Non Standard reservations must complete a Non Standard Park Use Request Form. The application must be completed with detailed information about the potential reservation and submitted to Imperial Park Recreation Center staff for processing. (Please see Section III for park specific guidelines and application procedure)

NSR Request Form Procedure

A completed Non Standard Park Use Request Form must be submitted no less than 45 days prior to the potential reservation date. The application must be signed by the person or persons responsible for the reservation.

If after initial review the NSR is found to meet the criteria for a Special Event, the applicant will be instructed to complete the Special Event Permit application and process as noted in the City of Sugar Land Code of Ordinances Chapter 5 Article XIII.

The Parks and Recreation Department along with other City of Sugar Land departments will make a decision on the request form as promptly as possible after the receipt of the completed application and any additional required documents, but not more than 30 days after the application is received.

Once the process is completed, the applicant will receive notice of additional conditions that must be met prior to the reservation date. The applicant will also need to complete a contract for the Non Standard reservation in person once the application has been processed.

If the event requires extensive setup, breakdown and/or if additional cleanup is deemed necessary after review of your NSR application, the staff of the Parks and Recreation Department reserves the right to change the desired location in order to better facilitate the ratio of group size and/or reservation type.

Applicants using any park space shall comply with all City ordinances and Federal and State laws as well as departmental Reservation and Facility Use Policies.

Reservations that do not conform to policies shall be rejected and/or cancelled.

If applicant does not meet park specific guidelines and any additional conditions, the reservation is subject to cancellation.

SECTION III - PARK SPACE AVAILABILITY/USAGE GUIDELINES

Park space is available for reservation daily including the following City holidays: Good Friday, Easter, Memorial Day, Martin Luther King Jr., Independence Day, Labor Day, Thanksgiving, Christmas, and New Year's Day.

Reservations may be limited to one (1) per calendar year (this pertains to an individual or individuals representing a group, company or organization).

Each of the following parks is allowed only one (1) Non Standard reservation per month and do not permit overnight usage:

Duhacsek Park Community Center and Pavilion: Available for reservation between 8 a.m. to 10 p.m. every day.
(Please see Duhacsek Park users section)

Eldridge, Lost Creek and Sugar Land Memorial Pavilions: Available for reservation between 8 a.m. to 10 p.m. every day.

Oyster Creek Park: Available for reservation between 8 a.m. to 10 p.m. every day.

Multiple Non Standard reservations can be booked per month in the following park:

Brazos River Park Bowl and Overlook: Available sunrise to sunset every day. There will be blackout dates due to festivals or other large events that occur in the adjacent festival site. (Please see Brazos River Park Users section)

Programs and/or events conducted or sponsored by the City will be given priority at all times, and the City reserves the right to change or cancel reservations that may conflict with a City sponsored event or program.

To determine the appropriate park space, reference the following chart:

	Maximum Attendance	Paved Parking Spaces	Onsite Dumpsters
Duhacsek Park	250	40	0
Eldridge Park	250	500	2
Lost Creek Park	250	300	2
Sugar Land Memorial Park	250	157	0
Sugar Land Memorial Park (South Meadow)	250	84	0
Oyster Creek Park	1000	78	0
Brazos River Park	2000	616	2

Applicants shall familiarize themselves with the park space before making a reservation.

To request to host a NSR in a park space not listed, you may complete a NSR Request form and follow the request form procedures for consideration.

The following park specific guidelines must be adhered to and/or met prior to reservation:

DUHACSEK PARK - The park is not located within City of Sugar Land City limits. Therefore the following guidelines apply only to Duhacsek Park:

- a) The park is gated and secured and is not open to the general public. Its use is limited to reservations only.
- b) The City will not permit over lapping reservations.
- c) Should there be multiple reservations in a single day; the first reservation will be required to lock and secure the front gate prior to entry by the second reservation.
- d) Alcohol is permitted at Duhacsek Park with the required number of security officers.
- e) A parking plan that includes parking attendants and fair weather parking will be required for an event hosting more than 100 people.
- f) Limited electrical access is available at the pavilion within the park.

ELDRIDGE PARK – The park is predominately utilized by soccer leagues. Therefore, the park availability will vary dependent on the soccer seasons.

- a) With the number of paved parking spaces, parking attendants would not be needed as part of a Non Standard Reservation.
- b) Driving and/or parking is not permitted on any grass or trail area.
- c) Sandbags and/or water barrels are permissible. Staking into the ground is prohibited.
- d) Portable restrooms are not required unless the NSR is at maximum occupancy limit and will last longer than six hours.
- e) Limited electrical access is available at the pavilion within the park.

LOST CREEK PARK – The park is predominately utilized by soccer leagues. Therefore, the park availability will vary dependent on the soccer seasons.

- a) With the number of paved parking spaces, parking attendants would not be needed as part of a Non Standard Reservation.
- b) Driving and/or parking is not permitted on any grass or trail area.
- c) Sandbags and/or water barrels are permissible. Staking into the ground is prohibited.
- d) Portable restrooms are not required unless the NSR is at maximum occupancy limit and will last longer than six hours.
- e) Limited electrical access is available at the pavilion within the park.

SUGAR LAND MEMORIAL PARK –The park includes a heavily utilized dog park.

- a) A roll off dumpster is required for NSR with over 100 attendees.
- b) Driving and/or parking is not permitted on any grass, trail, or pavilion plaza areas.
- c) If the South Meadow parking area is utilized, a parking plan that includes designated parking spaces for dog park users is required.
- d) If fair weather parking is needed, a parking plan that includes a minimum of 1 parking attendant is required.
- e) Sandbags and/or water barrels are permissible. Staking into the ground is prohibited.
- f) Portable restrooms are not required unless the NSR is at maximum occupancy limit and will last longer than six hours.
- g) Limited electrical access is available at the pavilion within the park.

OYSTER CREEK PARK – The park has an amphitheater only and limited parking spaces.

- a) A roll off dumpster is required for NSR with over 100 attendees.
- b) Driving and/or parking is not permitted on any grass or trail areas past the power line easement.
- c) If fair weather parking is needed, a parking plan that includes a minimum of 2 parking attendants is required.
- d) Sandbags and/or water barrels are permissible. Staking into the ground is prohibited.
- e) Portable restrooms are not required unless the NSR is over 250 attendees and will last longer than six hours.

BRAZOS RIVER PARK USERS ONLY – Brazos River Park Bowl and Overlook do not have fixed structures. Therefore the following guidelines apply only to Brazos River Park:

- a) The City may permit over lapping reservations within the Brazos River Park areas dependent on event size and type.
- b) The Brazos River Park will not be available when a festival or large event is utilizing the adjacent festival area. This may include setup and breakdown dates for those events.
- c) Retail oriented NSR are permissible once every six (6) months per organization via NSR application only within Brazos River Park.
- d) Electrical access is not available.
- e) Sandbags and/or water barrels are permissible. Staking into the ground is prohibited.
- f) Driving and/or parking is not permitted on any grass, trail, or plaza areas.
- g) Alcohol is permitted within Brazos River Park as part of a standard reservation or NSR with the appropriate number of officers.
- h) Overnight reservations are permissible within Brazos River Park.
- i) A parking attendant will be required for events with 1,000 attendees or more.
- j) A roll off dumpster is required for NSR with over 250 attendees.
- k) Portable restrooms are not required unless the NSR is over 250 attendees and will last longer than six hours.
- l) The park includes 1 certified 5K course that runs throughout Brazos River Park and one certified 5K and one certified 10K course that runs between Brazos River Park and the adjacent Festival Site. If the use of one of these courses is required for your rental, you must specify this on your request form so appropriate conditions and/or fees can be set.

SECTION IV – FEES

The rental contract must be accompanied by a security deposit in addition to respective park space rental fees.

The security deposit shall be used to repair, replace, or compensate for any property of the park or facility which is damaged or missing as a result of use by the applicant.

If the security deposit has been expended through damages, noncompliance, or by exceeding reservation time, the City will bill the applicant for additional costs.

Security deposit amounts are determined based on the estimated attendance as stated on the NSR application.

Rental fees are calculated hourly (See attached fee schedules).

Rental fees are due to the Parks and Recreation Department no later than ten (10) working days prior to the scheduled function.

Rental fees and security deposit are payable using the following methods of payment: Cash, money order, check, VISA, Master Card, and American Express. All checks are deposited upon receipt.

The applicant will be held responsible for their guests/attendees regarding damage to facility, property, and behavior and following the rules and regulations of the Parks and Recreation Department.

The City of Sugar Land reserves the right to increase the security deposit amount or deny a contract based on applicant's past rental history such as damaging city property, non-payment and failure to follow City rules and regulations.

SECTION V - CITY PROPERTY

The City of Sugar Land will not be responsible for any equipment that is not the property of the City of Sugar Land during reserved usage.

Applicants assume liability for the cost of repairing damage to city property or equipment. (See attached fee schedule)

The City reserves the right to require applicants, when it is deemed necessary, to provide general liability and/or property damage insurance and any other coverage to protect the property of the City of Sugar Land. Failure to comply with these conditions, if applicable, will result in the cancellation of the reservation.

SECTION VI - PERSONAL PROPERTY

The City of Sugar Land is not responsible for lost, damaged and/or misplaced personal property placed in or on its facilities or grounds. Any items that remain may be claimed by the renter for up to one (1) week after the event.

Applicants are not allowed to store equipment or supplies at the facilities other than during the hours that are specified on the contract unless arrangements are made in advance with the department upon availability.

SECTION VII - ENTRANCE AND ACCESS

Applicants reserving Lost Creek, Duhacsek Park and Eldridge Park Community Centers will be issued a key prior to their function. Applicants shall return issued key to the Parks and Recreation Department. Any key not returned to the City of Sugar Land will assess a replacement fee of \$65 from the security deposit.

Americans with Disabilities Act - The community buildings are wheel chair accessible and a sloped curb entry is available, with specially marked parking spaces nearby.

Setup

The amount of time needed to set-up, hold the function and cleanup shall be included in the amount of time scheduled for the NSR and shall be chargeable to the applicant at the rate set forth under the Fee Schedule.

The applicant must be present and available during the entire rental period.

Applicants are limited to the hours specified on their contract.

Applicant shall not drive on any unpaved surface or allow guests or vendors to drive on any unpaved surface. Vehicles are only permitted in parking lots and driveways.

Applicants are solely liable for the rented park space. Any portion of city property that is damaged during this time will be charged to the reserving party.

Any use of the park space the day prior to a function or following the reservation will be billed at the same hourly rental rate.

Open flames are prohibited, including but not limited to candles, incense, tea lights, charcoal, and fireworks of any kind. Chafing dish heating elements are permitted. All decorative material must be flameproof.

Use of flammable material, rice, confetti, birdseed, glitter or similar objects is prohibited inside community centers. The throwing of birdseed is restricted to outdoor and parking lot areas only.

User shall not post, exhibit, or be allowed to post or exhibit, any signs, advertisements, show bills, lithographs, posters, or cards of description, inside or outside any part of a building, except as authorized by the Parks and Recreation Department. User shall not be permitted to nail or tack material to any facility or pavilion.

SECTION VIII - ALCOHOLIC BEVERAGES

Unless otherwise noted in Section III, alcohol is prohibited at park pavilions and consumption is not allowed outside of reserved buildings.

Applicants holding functions where alcoholic beverages will be served or consumed are required to have a Sugar Land Police Officer(s) present during the function.

Persons visibly under the influence of drugs or intoxicated may be asked to leave the premises or surrounding areas.

The applicant must provide their own containers for storing alcohol. City trashcans are not provided or intended to be used as beer kegs or cold storage for wine.

Applicants agree to comply with all applicable state and local liquor laws.

SECTION IX - EVENT SECURITY

The City has the right to require a Sugar Land Police officer (s) for any and all functions. Taking into consideration among other things, the size of the group anticipated, the average age of the group, the presence of alcoholic beverages, live entertainment and past experience with a group.

The City has the right to require Sugar Land Police officers or additional City staff for any and all reservations.

If additional police officers are called out due to a disturbance or more attendees than was stated on the permit, the applicant will be charged for the extra police officer(s) at a rate equal to 1 ½ times their regular hourly rate.

Groups comprised of persons eighteen (18) years of age or younger must have at least one (1) adult chaperon for every ten (10) guests. Chaperones must be 21 years of age or older and chaperones must be present through the duration of the function, setup and cleanup time included.

Security officer fees are non-refundable.

SECTION X - CLEAN UP

Applicant assumes full responsibility for cleaning after an event in accordance with the policies.

All applicants are required to clean up after their event and agree to dispose of all garbage as well as remove all decorations and equipment at the conclusion of the event.

Trash cans are provided throughout all park spaces.

All applicants agree to the disposal and/or removal of all temporary trash receptacles and portable restrooms.

All trash inside of trash receptacles and portable restrooms must be removed from the premises within an hour after the event ends unless otherwise approved by the Parks and Recreation Department.

SECTION XI - CHANGES, CANCELLATIONS AND REFUNDS

Any and all changes or cancellations made to the original reservation contract must be made in writing, please email: parkreservations@sugarlandtx.gov or fax 281.275-2828

Changes

Changes must be completed no later than ten (10) days prior to the scheduled event. If any changes are made less than ten (10) days prior to the event a late change processing fee will be assessed. Applicant must receive a confirmation in writing acknowledging the change or cancellation that was made to the contract.

Cancellations

To receive a full refund of rental fees and security deposit, cancellations must be completed no later than thirty (30) days prior to the scheduled event.

Any event that is cancelled less than thirty (30) days prior to the scheduled use, will forfeit no less than 25% of the security deposit as well as a \$50.00 processing fee which will be deducted from the deposit for cancellation.

If a reservation must be cancelled due to inclement weather on the day of the scheduled reservation, a full refund may be requested.

Any NSR, which has been scheduled due to false or misleading information provided by the user can be canceled at any time without refund. A function that should have obtained a Special Event Permit will be fined not less than \$200 and no more than \$500 for each offense as stated in the City of Sugar Land Code of Ordinances Chapter 5 Article XIII.

Refunds

The full deposit will be refunded approximately thirty (30) working days following the function provided the park space was cleaned, absent of any damage, and applicant adhered to permit conditions and all policies and procedures.

Deposits/Fees paid via check can take up to six (6) weeks to be refunded.

SECTION XII - EMERGENCIES

In case of emergencies during the use of the community centers, including but not limited to: plumbing problems, power failure and air conditioning problems, the applicant shall contact the Parks and Recreation Department at 281-275-2885. After business hours the answering service will contact the Parks and Recreation Department on-call staff person. In case of non-park related emergencies contact the Police Department dispatch at 281-275-2525.

If staff is called out to respond to an emergency that is not the fault or responsibility of the City, (this includes the pulling of fire alarms in a non-emergency situation) the applicant may be billed for unnecessary call outs.