



Pavilion Rental *General Rules and Information*

1. The City of Killeen will set and administer rules and rates for the use of the Parks and Recreation Pavilions.
2. Rental fees are based on specific time periods outlined below. No reservations will be made on an hourly basis.

PAVILIONS	RENTAL TIMES (Monday – Friday)	RENTAL TIMES (Saturday – Sunday)	FEES
AA Lane, Andy K. Wells, Marlboro, Maxdale & Timber Ridge	8:00 a.m. – 8:00 p.m.	8:00 a.m. – 8:00 p.m.	Resident: \$20 Non-Resident: \$40
Crawford Drever	8:00 a.m. – 8:00 p.m.	9:00 a.m. – 2:00 p.m. 3:00 p.m. – 8:00 p.m.	Resident: \$20 Non-Resident: \$40
Conder	8:00 a.m. – 8:00 p.m.	8:00 a.m. – 8:00 p.m.	Resident: \$50 Non-Resident: \$100
Long Branch Pavilion #2	8:00 a.m. – 8:00 p.m.	9:00 a.m. – 2:00 p.m. 3:00 p.m. – 8:00 p.m.	Resident: \$50 Non-Resident: \$100
Long Branch #1 (Oct. 2 nd – Spring Break)	8:00 a.m. – 8:00 p.m.	9:00 a.m. – 2:00 p.m. 3:00 p.m. – 8:00 p.m.	Resident: \$50 Non-Resident: \$100
Long Branch #1 (Spring Break – Oct. 1 st)	8:00 a.m. – 8:00 p.m.	9:00 a.m. – 2:00 p.m. 3:00 p.m. – 8:00 p.m.	Resident: \$100 Non-Resident: \$200
Lou Hansen	8:00 a.m. – 8:00 p.m.	9:00 a.m. – 2:00 p.m. 3:00 p.m. – 8:00 p.m.	Resident: \$100 Non-Resident: \$200

3. Rental reservations can be made at the Family Recreation Center or Killeen Community Center during regular business hours.
4. All reservations will be made on a first come first serve basis.
5. Reservations can be made during the above outlined times. Groups may arrive 30 minutes prior to their rental time to begin set-up and must be cleaned up and leaving the pavilion by 30 minutes after the rental time has ended.
6. Groups or individuals making reservations must do so at least seven (7) business days in advance of requested event. All fees associated with the reservation must be paid in full at the time the reservation is made.
7. The City of Killeen Parks & Recreation Department reserves the right to modify or cancel any reservations at any time for any reason. In the event of a cancellation all rentals fees will be refunded within fifteen (15) business days of the notification. When possible the Parks and Recreation Department will attempt to notify renter of any modifications or cancellations at least five (5) working days in advance of the rental date.
8. Any group making a reservation under false pretense and/or failing to follow the pavilion and/or park rules will forfeit their right to further utilize any pavilions.
9. The individual or group responsible for the reservation is responsible for any damages, which may occur during the designated reservation time. The Park Attendant will inspect reserved pavilions before and after each event.

10. The individual or group responsible for the reservation is responsible for all set-up and clean-up of the reserved pavilion.
11. The individual or group responsible for the reservation is responsible for the actions of the group and patrons attending the event.
12. All persons or groups making reservations are responsible for providing their own materials such as, but not limited to, lighting, sound systems, concessions, decorations, party supplies, extension cords, table, chairs, etc.
13. No literature may be placed in/on poles, lawn, or any other surfaces on the grounds of the park without approval.
14. No groups or individuals will be allowed to use a pavilion that plan to charge an admission to an activity or event. However, special arrangements may be made for a person wishing to accept donations for entrance to their event. This must be indicated at the time of the reservation and approved by the Parks & Recreation Department in advance.
15. Groups will not charge for parking at any time.
16. Groups may not set up any type of barricades or temporary fencing to block off any area of the park grounds.
17. Alterations to a pavilion are not allowed without approval from the Killeen Parks & Recreation Department.
18. Alcoholic beverages will not be allowed on City of Killeen property at any time. The individual or group responsible for the reservation must enforce this policy.
19. Abusive language will not be allowed on City of Killeen property at any time. The individual or group responsible for the reservation must enforce this policy.
20. All groups and individuals must adhere to all City of Killeen ordinances. A summary of ordinances includes, but is not limited to:

<u>DO NOT:</u>	<ul style="list-style-type: none"> Destroy property. Build fires. Play music that may disturb others. Consume or possess alcoholic beverages. Drive or stake anything into ground. 	<ul style="list-style-type: none"> Litter. Drive or park on grass. Bring unleashed pets into area. Bring glass containers.
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21. Violations of any ordinances will result in cancellation of pavilion use and revocation of future privileges.
22. Groups must provide a minimum two (2) state certified armed security officers or peace officers for the duration of the event if 150 people or more are expected. There must be an additional two (2) officers for every 500 patrons expected to attend the event.
23. The City of Killeen is not responsible for any accidents regarding the conduct or injury of any of the Lessee's agents, help, employees, or patrons at the pavilion or surrounding grounds.
24. Groups may be required to obtain \$500,000 in comprehensive general liability insurance before the scheduled event based on the type of event that will be held at the pavilion. A copy of this certificate must be on file at the Parks and Recreation Office at least five (5) days prior to event.
25. Refund requests made one week prior to the reservation date will be honored with a \$5.00 administrative fee deducted. A refund request will not be honored if the request is made less than 5 days before the reservation date.

For any questions, suggestions, concerns or comments, please contact the Killeen Parks & Recreation Department at:

Family Recreation Center
 1700-A East Stan Schlueter Loop
 Killeen, TX 76541
 Phone #: (254) 501-6390
 Fax #: (254) 501-6388

Killeen Community Center
 2201 E. Veterans Memorial Blvd., Killeen TX 76543
 Killeen, TX 76543
 Phone #: (254) 501-8889
 Fax #: (254) 526-9210



Killeen Pavilion Rental

Application for Use

Official Name of Event: _____

Date of Event: _____

Check Rental Time Frame (30 minute set-up and 30 minute clean-up will be included prior to and after each rental):

8:00 a.m. – 8:00 p.m. 9:00 a.m. – 2:00 p.m. 3:00 – 8:00 p.m.

Pavilion Requested: _____ Number of Participants Expected: _____

Please explain what this event will consist of. Include all specific details, including schedule, fees, setup, etc.:

Primary Point of Contact: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone #: (____) _____ Work Phone #: (____) _____

Cell Phone #: (____) _____ Email: _____

Secondary Point of Contact: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone #: (____) _____ Work Phone #: (____) _____

Cell Phone #: (____) _____ Email: _____

By signing, you are accepting the rules & regulations of the City of Killeen Parks & Recreation Department. You are accepting responsibility for, but not limited to: the event, participants, patrons, etc. By signing, you are now responsible for payment of fees upon approval and also proper cancellation procedures.

Signature: _____ Date: _____

----- FOR OFFICIAL USE ONLY -----

TOTAL RENTAL FEES: \$ _____ Date Received: _____

Method of Payment: _____ Receipt #: _____ Staff Initials: _____

