



# Killeen Recreation Services Application for Outdoor Facility Rental

Return all forms to:  
Rosa Hereford Killeen Community Center, 2201 E. Veterans Memorial Blvd. or  
Family Recreation Center, 1700 E. Stan Schlueter Lp.

Proposed Date of Event: \_\_\_\_\_ Facility Requested: \_\_\_\_\_

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

Official Name of Event & Description (include details of event, fees, setup, sound etc.):

\_\_\_\_\_  
\_\_\_\_\_

Approximate # of Participants Expected: \_\_\_\_\_ Approximate # of Vehicles: \_\_\_\_\_  
(Assembly Permit must be obtained for parties of 150 or more)

Inflatables or Jumping Equipment: \_\_\_\_\_ Yes \_\_\_\_\_ No      Electricity: \_\_\_\_\_ Yes \_\_\_\_\_ No

Amplified Sound: \_\_\_\_\_ Yes \_\_\_\_\_ No      If Yes, (type used, wattage, etc.): \_\_\_\_\_  
(Must not violate City Ord. Sec. 19-31)

**Primary** Point of Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone #: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**Secondary** Point of Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone #: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

By signing, you are accepting the rules & regulations of the City of Killeen Recreation Services 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: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Method of Payment: \_\_\_\_\_ Receipt #: \_\_\_\_\_



## Outdoor Facility Rental General Rules and Information

<b>FACILITY</b>	<b>AMENITIES</b>	<b>CAPACITY (MAX)</b>	<b>RENTAL TIMES (Monday – Friday)</b>	<b>RENTAL TIMES (Saturday – Sunday)</b>	<b>FEES</b>
Andy K. Wells 2201 E. Veterans Memorial Blvd.	Electricity	30	8:00 am – 8:00 pm	8:00 am – 8:00 pm	<b>\$50</b>
Lions Club Park Crawford Drever 1600 E. Stan Schlueter Lp.	Picnic Tables Restrooms	20	8:00 am – 8:00 pm	8:00 am – 2:00 pm 3:00pm – 8:00 pm	<b>\$50</b>
Conder 810 Conder St.	Picnic Tables Grills Restrooms	30	8:00 am – 8:00 pm	8:00 am – 8:00 pm	<b>\$50</b>
Long Branch Community Park Park Pavilion #2 1101 Branch Dr.	Picnic Tables Electricity Restrooms	60	8:00 am – 8:00 pm	8:00 am – 2:00 pm 3:00pm – 8:00 pm	<b>\$50</b>
Long Branch Community Park Long Branch #1 1101 Branch Dr.	Picnic Tables Electricity Restrooms Splash Pad	60	8:00 am – 8:00 pm	8:00 am – 2:00 pm 3:00pm – 8:00 pm	<b>\$100</b>
Lions Club Park Lou Hansen 1600 E. Stan Schlueter Lp.	Picnic Tables Restrooms	30	8:00 am – 8:00 pm	8:00 am – 2:00 pm 3:00pm – 8:00 pm	<b>\$50</b>
Amphitheater 2201 E. Veterans Memorial Blvd.	Electricity	300	8:00 am – 12:00 am	8:00 am – 12:00 am	<b>\$325</b>
Conder Skate Park 810 Conder St.	Bleachers Electricity	100	8:00 am – 12:00 am	8:00 am – 12:00 am	<b>\$150</b>
Long Branch Skate Park 1101 Branch Dr.	Benches Electricity	100	8:00 am – 12:00 am	8:00 am – 12:00 am	<b>\$150</b>
AA Lane 400 48 <sup>th</sup> St.	Picnic Tables	30	8:00 am – 8:00 pm	8:00 am – 8:00 pm	<b>\$50</b>
Marlboro Park Pavilion 2902 E. Veterans Memorial Blvd.	Picnic Tables	30	8:00 am – 8:00 pm	8:00 am – 8:00 pm	<b>\$50</b>
Rotary Park Pavilion 2201 E. Veterans Memorial Blvd.	Picnic Tables	30	8:00 am – 8:00 pm	8:00 am – 8:00 pm	<b>\$50</b>

**For athletic and aquatic rentals please contact**

Athletics, Rosa Hereford Killeen Community Center, 2201 E. Veterans Memorial Blvd., 254-501-8842

Aquatics, Family Recreation Center, 1700 E. Stan Schlueter Lp., 254-501-6537

<b>FACILITY</b>	<b>AMENITIES</b>	<b>CAPACITY (MAX)</b>	<b>RENTAL TIMES (Monday – Friday)</b>	<b>RENTAL TIMES (Saturday – Sunday)</b>	<b>FEES</b>
Athletic Fields	Baseball Softball	500	7:30 am – 11:59 pm	7:30 am – 11:59 pm	Field: <b>\$250</b> Lighting: <b>\$25</b>
Family Aquatic Center Entire Pool Rental 1800 E. Stan Schlueter Lp.	Pool Picnic Tables	300	N/A	7:00 pm – 9:00 pm	2-hour: <b>\$625 (300 ppl)</b> 2-hour: <b>\$1,250 (&gt;300 ppl)</b> Added hours: <b>\$300/hr</b>
Family Aquatic Center Umbrella Rental 1800 E. Stan Schlueter Lp.	Picnic Tables	25	11:00 am – 1:00 pm 1:30 pm – 3:30 pm	<b>Saturday</b> 10:00 am - 12:00 pm 12:30pm – 2:30 pm 3:00 pm – 5:00 pm <b>Sunday</b> 1:00 pm – 3:00 pm 3:30 pm – 5:30 pm	2-hour: <b>\$150</b>
Long Branch Pool Entire Pool Rental 110 Long Branch Dr.	Pool	250	7:00 pm – 9:00 pm	7:00 pm – 9:00 pm	2-hour: <b>\$250</b>

<p style="text-align: center;"><b>RESERVATION RULES</b></p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">INITIALS</p>	<ol style="list-style-type: none"> <li>1. Reservations are made on a first come, first serve basis at the Family Recreation Center or Rosa Hereford Killeen Community Center during regular business hours.</li> <li>2. Reservations must be made 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 of the reservation.</li> <li>3. Reservations are based on allotted times as outlined above. Groups may arrive 30 minutes prior to their rental time to begin set-up and must be cleaned up and leaving the facility by 30 minutes after the rental time has ended.</li> <li>4. Any group making a reservation under false pretense and/or failing to follow the facility and/or park rules will forfeit their right to further utilize any facility.</li> </ol>
<p style="text-align: center;"><b>PARK RULES</b></p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">INITIALS</p>	<ol style="list-style-type: none"> <li>1. The individual or group responsible for the reservation is responsible for any damages, which may occur during the designated reservation time.</li> <li>2. The individual or group responsible for the reservation is responsible for all set-up and clean-up of the reserved facility.</li> <li>3. The individual or group responsible for the reservation is responsible for the actions of the group and patrons attending the event.</li> <li>4. All persons or groups making reservations are responsible for providing their own materials such as, but not limited to, lighting, generators, sound systems, concessions, decorations, party supplies, extension cords, table, chairs, etc.</li> <li>5. No literature may be placed in/on poles, lawn, or any other surfaces on the grounds of the park without approval.</li> <li>6. Groups may not set up any type of barricades or temporary fencing to block off any area of the park grounds.</li> <li>7. No groups or individuals may drive or park on park grounds. (ORD. Sec. 19-30)</li> </ol>
<p style="text-align: center;"><b>EVENT RULES</b></p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">INITIALS</p>	<ol style="list-style-type: none"> <li>1. No groups or individuals will be allowed to use a facility that plans 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 Recreation Services Department in advance.</li> <li>2. Groups may not charge for parking, admission fees, vendor fees or profit from the event at any time.</li> <li>3. Alterations to a facility are not allowed without approval from the Killeen Recreation Services Department.</li> <li>4. Alcoholic beverages and/or 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.</li> <li>5. Failure to abide by these rules, regulations, and/or ordinances will result in the group and/or individuals' inability to reserve any outdoor/indoor facilities for one calendar year from the date of the event.</li> </ol>
<p style="text-align: center;"><b>CITY ORDINANCE</b></p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">INITIALS</p>	<ol style="list-style-type: none"> <li>1. All groups and individuals must adhere to all City of Killeen ordinances. A summary of ordinances includes, but is not limited to: <ul style="list-style-type: none"> <li><b><u>DO NOT:</u></b></li> <li>Destroy property.</li> <li>Build fires.</li> <li>Litter.</li> <li>Bring glass containers.</li> <li>Drive or stake anything into ground.</li> <li>Violations of any ordinances will result in cancellation of pavilion use and revocation of future privileges.</li> <li>Drive or park on grass.</li> <li>Play music that may disturb others.</li> <li>Bring unleashed pets into area.</li> <li>Consume or possess alcoholic beverages.</li> <li>Tobacco products.</li> </ul> </li> <li>2. 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.</li> <li>3. 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 facility. A copy</li> </ol>

	<p>of this certificate must be on file at the Recreation Services Department Office at least five (5) days prior to event.</p>
<p style="text-align: center;"><b>LARGE GROUPS</b></p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">INITIALS</p>	<ol style="list-style-type: none"> <li>1. Groups of 150 or more people must obtain an approved Assembly Permit.</li> <li>2. Assembly Permits must be turned into City Hall, 101 N. College St. Killeen, TX, at least 30 days prior to event to ensure approval.</li> <li>3. 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.</li> </ol>
<p style="text-align: center;"><b>CANCELLATIONS/REFUNDS</b></p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">INITIALS</p>	<ol style="list-style-type: none"> <li>1. The City of Killeen Recreation Services 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 3-4 weeks. When possible, the Recreation Services Department will attempt to notify renter of any modifications or cancellations at least five (5) business days in advance of the rental date.</li> <li>2. Groups must cancel seven (7) business days in advance of event in order to receive a refund.</li> <li>3. Groups wishing to obtain a refund for cancelations must fill out and turn in an Application for Cancellation/Refund at least seven (7) business days in advance of event.</li> <li>4. All approved refunds take 4-6 weeks for processing.</li> <li>5. There will be a \$5.00 administrative fee taken for processing for approved cancellations/refunds.</li> <li>6. There will be no refunds for inclement weather.</li> <li>7. In case of inclement weather, renter may reschedule the rental date at the same rented facility.</li> <li>8. In case of inclement weather, renter must submit request to reschedule the rental date in writing to <a href="mailto:kpr@killeentexas.gov">kpr@killeentexas.gov</a> 24 hours prior to original rental date. Renter must submit reschedule date of rental date within 72 hours to <a href="mailto:kpr@killeentexas.gov">kpr@killeentexas.gov</a>. Failure to submit request of reschedule of rental date within 72 hours will result in forfeiture of opportunity to reschedule and renter will not receive a refund.</li> <li>9. In the case of rain, groups must cancel event prior to the event start time.</li> </ol>