



City of Copperas Cove

FACILITY RENTAL APPLICATION

1206 W Ave B, 254-542-2719



Proposed Date of the Event: _____ Start Time: _____ End Time: _____

Event Name & Description: _____

Facility(s) Requested: Please check which location you will be utilizing (See page 5 for location details)

Ogletree Gap Pavilion

Fester's House Stage

Baseball/Softball Fields
 1 2 3 4 5 6

City Park Pavilion 1

City Park Trail

City Park Pavilion 5

South Park Trail

Soccer Fields
 7 8 9

Name: _____ Phone Number: () _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Deposit Return Payable To (if name is different than above): _____

E-mail: _____

If the event is to be conducted by an organization, the president/leader of the organization must show written documentation of the authority under which the applicant is applying for the facility on behalf of the organization.

Organization Name: _____

Organization Address: _____ City: _____ State: _____ Zip: _____

Supervisor of Event: _____ Work Phone: () _____

Based on the published schedule of rates on page 5, the lessee will pay a deposit in the amount of \$_____ at the time that the rental application is submitted to Parks and Recreation staff. The rental fee in the amount of \$_____ is due no later than _____. I assume all responsibility for the condition of the facility and agree with the conditions for the return of my deposit.

Lessee Signature: _____ Date: _____

Staff Signature: _____ Date: _____

*****FOR OFFICE USE ONLY*****

Deposit Amt Due: _____ Date Deposit Paid: _____

Cash _____ Credit Card _____ Check # _____

Employee Initials: _____

Rental Amt Due: _____ Date Rental Paid: _____

Restoration Amt Due: _____ Date Restoration Paid: _____

Cash _____ Credit Card _____ Check # _____

Employee Initials: _____

****EVENT DETAILS****

Type of Event

Public Event (ex. Fundraisers, advertised, posted, marketing event, ticketed, marathons/runs, concerts)

- Must fill out Special Event paperwork, please ask Parks and Rec employee for additional paperwork
- Insurance required for all public events.
- Applications are accepted minimum of 4-6 weeks prior to proposed event day. 2 or more months are strongly recommended
- Events anticipating 500+ require a facility agreement with the City. If a Special Event Facility Agreement is required a meeting will have to be scheduled with the Special Events Coordinator.
- A special Event involves one or more of the following:
 - Closing a public street
 - Blocking city owned property
 - Sale of merchandise or food/beverages on city owned property
 - Placement of portable toilets, temporary no-parking signs
 - A 5K/10K walk/run
 - Erecting a tent larger than 200 sq ft on city owned property
 - Installation of a stage, trailer, or other portable buildings on city owned property

Private Event (family birthday party, office employee party, wedding, NOT for fundraisers)

- Applications start 6 months in advance up until 7 calendar days prior to the proposed date.

Approximate Attendance: _____ Approximate # of Vehicles: _____

Will roads be blocked? ___ Yes ___ No

Will you be needing access to electricity within the park? ___ Yes ___ No Inflatables/Jumping Equipment? ___ Yes ___ No

Will you be selling alcohol at your event? _____ (If yes, applicant must provide a TABC permit)

Are you requesting the use of any additional space aside from the structure itself check marked on page 1 (e.g., open grass areas, parking lots, basketball court, pond, ect.)?

If yes, please explain in detail and attach map or sketch to this application. If you are requesting multiple fields, please provide field #'s.

_____ No _____ Yes If Yes, please explain _____

Proposed Event Schedule

	Date	Arrival Time	Exit Time
First set up day:			
Event Day 1:			
Event Day 2			
Event Day 3:			
Event Day 4:			
Last take down day:			

<p style="text-align: center;">DEPOSITS/FEES</p> <p style="text-align: center;">_____ INITIALS</p>	<p style="text-align: center;">Deposits are due at the time of the reservation in order to reserve the facility.</p> <p>Reservations are made on a first come, first serve basis at all rentable facilities.</p> <p>All rental fees are due 14 days prior to event unless event is under a Special Event Facility Agreement. If rental is being made within the 14 days, then all fees are due at time of reservation.</p> <p>Automatic forfeiture of deposits will occur under the following conditions:</p> <ul style="list-style-type: none"> • Disturbance of the peace • Damage to the facility itself, equipment, furnishings, or decorations including damage from the attachment of banners, posters, streamers, etc. • Excess trash left in the building or property • The required summoning of the police department due to activities of the participants • Failure to clean up the facility by the designated time for that facility <p>I agree that the City of Copperas Cove shall determine whether any such damage has occurred, the extent and amount of the damage and the cost of repairing the damages.</p>
<p style="text-align: center;">PARK RULES</p> <p style="text-align: center;">_____ INITIALS</p>	<p style="text-align: center;">There is <u>NO DRIVING ON PARK GROUNDS</u> permitted. Approval must be granted by a Parks and Recreation representative. Failure to comply will result in the forfeiture of your deposit.</p> <p>For large groups of 150 or more, parking may become a problem. There is to be NO PARKING in the fire or emergency vehicle lanes. Parking in fire lanes, on grass, or athletic field boundaries will be ticketed.</p> <p>All trash must be disposed of properly at the conclusion of each permit period and carried to the dumpster.</p> <p>Fires are allowed in barbecue pits only. Fires must be extinguished properly before leaving park area.</p> <p>Animals must be on a leash and all pet waste must be disposed of properly.</p> <p>Any tents or structures being erected must be approved by Parks and Recreation.</p> <p>The responsibility for crowd control/discipline is assumed by the permit holder. All proceedings shall be orderly.</p> <p>Violations of any park ordinance may result in revocation of future reservation privileges.</p>
<p style="text-align: center;">CANCELLATIONS/REFUNDS</p> <p style="text-align: center;">_____ INITIALS</p>	<p>The City of Copperas Cove Parks and Recreation Department reserves the right to modify or cancel any reservations at any time for any reason.</p> <p>Cancellations prior to 30 days from date of event shall be refunded at 100%.</p> <p>Cancellations within 7 days of the event will be refunded minus the \$5.00 administrative fee for processing. This does include rentals made less than 7 days prior to the event.</p> <p>In case of inclement weather, renter may reschedule the rental date for the next available date.</p> <p>All approved refunds (including deposit refunds) take 4-6 weeks for processing and will be returned in check form to the address listed on the first page.</p>
<p style="text-align: center;">CONDITIONS OF PERMIT</p> <p style="text-align: center;">_____ INITIALS</p>	<p>The use of City property is subject to all pertinent State Laws, City Ordinances, Health Department Regulations and Facility Rules. The holder of this permit will be held responsible for damage to City property resulting from use herein. The permit holder shall indemnify and hold harmless the City of Copperas Cove, officers, employees and agents, and assigns from any and all claims for injury and/or damages to persons or property, including wrongful death, resulting from the use of this permit.</p>

I have read, initialed, and agree to the Terms and Conditions stated above.

SIGNATURE

DATE

FACILITY	AMENITIES	CAPACITY	NOTES	RENTAL FEES	DEPOSIT
CIVIC CENTER 1206 W Ave B	400 CHAIRS 50 (60") ROUND TABLES 20 (8') RECTANGLE TABLES KITCHEN INCLUDED Stage \$\$ Sound System \$\$ Dance Floor \$\$	400	If alcohol will be served you must have Copperas Cove PD at the event. Any sale of alcohol requires a TABC event permit.	\$400 Monday – Thursday \$800 Friday or Sunday \$1,000 Saturday Only \$2,000 Weekend (Fri, Sat, Sun) 10% Restoration Fee \$100 Sound System \$100 Stage \$300 Dance Floor	\$400 \$600 (alcohol present)
OLGETREE GAP PAVILION	40'X50' COVERED CONCRETE PAD RESTROOMS ONSITE WATER PICNIC AREAS	200	Rental is for the pavilion only, you cannot close off the entire park	\$200 Monday – Friday \$400 Saturday or Sunday 10% Restoration Fee	\$200
CITY PARK PAVILION 1	DOUBLE PAVILION WITH PICNIC TABLES LOCATED BY THE BASKETBALL COURT/PLAYGROUND	75	No glass containers	\$58 (All Day) \$5 Restoration Fee	N/A
CITY PARK PAVILION 5	SINGLE PAVILION WITH PICNIC TABLE AND GRILL LOCATED BY BALL FIELD 5/SAND VOLLEYBALL COURT	30	No glass containers	\$58 (All Day) \$5 Restoration Fee	N/A
FESTER'S HOUSE	OPEN PAVILION AREA IDEAL FOR FESTIVALS AND MUSIC EVENTS	100	No glass containers	\$100 (All Day) \$5 Restoration Fee	\$50
CITY PARK POOL	ZERO ENTRY TO 10 FT WATER MUSHROOM SLIDE ADA LIFT CONCESSION STAND	250	No glass containers	\$100 (2hrs up to 50 ppl) \$50 (per ea. add 25 ppl) \$50 (each additional hr) \$5.25 Restoration Fee \$15 (per guard per hr in cash)	\$75
SOUTH PARK POOL	3FT TO 5FT SLIDE SPLASH PAD ADA LIFT CONCESSION STAND	150	No glass containers	\$100 (2hrs up to 50 ppl) \$50 (per ea add 25 ppl) \$50 (each additional hr) \$5.25 Restoration Fee \$15 (per guard per hr in cash)	\$75
SOUTH PARK/CITY PARK TRAIL EVENT	Walking Trail	N/A	No glass containers, rental is for walking trail only	\$100 (4hr min) \$25 (Each additional hr) \$50 Restoration Fee	N/A
BALL FIELDS/ SOCCER FIELDS	BASEBALL/SOFTBALL FIELDS 1, 2, 3, 4, 5, AND 6 SOCCER FIELDS 7, 8, AND 9	N/A	No glass containers No pets on fields	\$90 (3 hrs) \$10 (each additional hr) \$25 (per hr for lights) \$10 Restoration Fee	\$100
TOURNAMENT	BASEBALL/SOFTBALL FIELDS 1, 2, 3, 4, 5, AND 6 SOCCER/FOOTBALL FIELDS 7, 8, AND 9	N/A	No glass containers No pets on fields	Please see Recreation Superintendent for break down of tournament fees	\$200
SPECIAL EVENT RESTORATION FEES	THESE FEES WILL BE ASSESSED BY THE SPECIAL EVENTS COORDINATOR THROUGH A CITY FACILITY USAGE AGREEMENT.	N/A	Events in City Park Events at Ogletree Gap Events at South Park Events in all other parks	\$300 \$150 \$100 \$50	N/A