



# City of Elgin Parks & Community Development Department

P. O. Box 591 Elgin, TX 78621  
512-281-5724 ext. 23 [www.elgintx.com](http://www.elgintx.com)



Applicant/Organization: _____	Today's Date: _____
Name of Person in Charge: _____	Non-Profit ID #: _____
Address: _____	Park Facility: _____
Email: _____	Primary Contact Phone #: _____
City: _____ State: _____ Zip: _____	Secondary Contact Phone #: _____
Name of Secondary Contact: _____	Resident/Non-Resident (circle one)
Email: _____	Start Time: _____ am pm
Name of Park: _____	End Time: _____ am pm
Date(s) Requested: _____	(Please include set-up and clean-up in time requested)
Type of Event: _____	Will this event be publicized? ( Yes No )
Number of People: _____	Special Event Form/Permit Included ( Yes No )
"Ballfields" only: # of days _____ (x) hrs/day _____	
(x) # weeks _____ (=) field rental amt: _____	

Rental Fee Amount: \$ _____	Special Event Permit \$ _____	Code: prent
Deposit Fee Amount _____	Code: pdepo	Check # _____ Cash/M O # _____
Deposit Waived: _____	Approved By: _____	
Deposit Refund Requested Date: _____	Refund Request Approved By: _____	
Refunded: \$ _____	Retained: \$ _____	
Total Paid: \$ _____	Receipt # _____	

### City of Elgin Rules/Guidelines for Park and Recreation Facility Rentals

- Reservation days and times are subject to availability.
  - City authorized representative may determine the number of staff necessary for a park reservation.
  - Youth Sport organizations seeking exclusive use of facilities must comply with policies in Section J. Park Exclusive Use Regulations for Organized Youth Sports in the parks ordinance.
  - Individuals listed as the contact or person responsible for the reservation of facilities is required to ensure the area reserved is cleaned up after use. Any damages or excessive trash will result in damage fees of a minimum of \$500 depending on the specific damage assessed by city staff.**
  - Facility reservations are non-refundable. A change of date for a cancelled reservation will be allowed for one occurrence as long as the reschedule date is available. Outdoor activities are subject to inclement weather, refunds will not be issued due to poor weather conditions. Reservations must be canceled 24 hours in advance of event or \$30 cancellation fee will be applied.**
  - Curfew: 10:30pm unless otherwise authorized by city council
  - Do not drive in the park facility other than the parking area unless authorized by the city.
  - Reservation fees of Entire Park facilities are subject to the special event ordinance.
  - SOUND POLICY AND EVENT CLOSURE:** Event sponsors intending to use amplification devices shall observe the requirements of the City Code (noise ordinance).
  - City leash laws apply within city parks & sports fields. No animals are allowed in areas designated for children.
  - Pet owners are responsible for removing the feces deposited by their pets.*
  - It is unlawful for any person to possess, use or consume alcoholic beverages in city parks or sports areas unless waived by the city council.**
  - NO GLASS CONTAINERS AT ANY TIME.** 14. **No vehicles are allowed in the parks except for unloading/loading.**
- NOTE: If you are holding a special event, a completed special event form is also required.

By signing this form I acknowledge receipt of a copy of this form and I agree to abide by the City of Elgin parks and recreation rules and guidelines listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Member (completed form) signature: \_\_\_\_\_ Date \_\_\_\_\_