



PARKS & RECREATION DEPARTMENT PARK RESERVATION POLICIES & PROCEDURES



Athletic field and pavilion reservations must be made through the Parks online registration portal or the *Rosenberg Civic Center*

3825 Highway 36 South, Rosenberg, Texas 77471

Phone (832)595-3520

Monday-Thursday 7:30 am-5:30 pm; Friday 8:00 am-5:00 pm

Brazos Park

320 Houston Street

1 Lighted pavilion with 13 picnic tables, shade structure with picnic table, 8 benches, 1 barbeque grill, basketball court, 1 tennis court, 2 pickle ball courts, sand volleyball court, ¼ mile walking/jogging trail, 9-hole disc golf course, playground equipment, water fountain and restrooms

Harwood Park

1005 Frances Drive

1 Pavilion with 2 picnic tables, 1 shade structure with 1 bench, covered playground equipment and water fountain

Macario Garcia Park

716 Blume Road

3 small Pavilions with 2 picnic tables each, 2 shade structures with 1 picnic table each, 9 benches, 1 barbeque grill, 2 lighted basketball courts, 3 soccer fields (one is lighted), playground equipment, ¼-mile walking trail, water fountain and restrooms

Riverbend Park

2601 Avenue A

1 shade structure with 1 picnic table, 1 baseball field, 1 dog park (Unleashed dogs allowed in the fenced area of field) and restrooms;

Seabourne Creek Park

3831 Hwy. 36 South

1 shade structure with 1 picnic table, 5 shelters with 1 picnic table each, 12 picnic tables on concrete in the Arboretum, 7 benches, 1 Gazebo, 3 fishing piers (2 piers have 1 picnic table each), 1 4-acre fishing lake, 1 9-hole disc golf course, 3.1 miles of granite walking trail, water fountain and restrooms;
Dogs on leashes are allowed.

Seabourne Creek Regional Sports Complex (SCRSC)

3701 Fountains Drive

1 Pavilion with 12 picnic tables, 1 playground with ADA access, 1 shade structure with 1 picnic table, 1 lighted softball field, 4 lighted baseball fields, 2 football/soccer fields, water fountain and restrooms

Sunset Park

2017 Mulcahy Street

3 Pavilions (each with 9 picnic tables), 3 shade structures with 1 picnic table each, 12 benches, 3 barbeque grills, 1 lighted baseball field, 1 lighted multi-purpose field, 1 lighted soccer field, 1 basketball court, 1 sand volleyball court, ½ mile walking/jogging trail, playground equipment, water fountains and restrooms

Tony Becerra Park

2000 Avenue A

1 pavilion with 11 picnic tables, 4 shade structures with 1 picnic table each, 1 barbeque grill, 8 benches, Brazos River canoe and kayak launch site, covered playground equipment, 2 covered and lighted basketball courts, 1 soccer field, water fountain and restrooms

Travis Park

3004 Avenue N

2 pavilions (one with 11 picnic tables and one with 4 picnic tables), 2 shade structures with 1 picnic table each, 11 benches, 1 barbeque grill, 2 covered and lighted basketball courts, 2 lighted baseball fields, 1 splash pad with shade structure with 12 picnic tables, ¼ mile walking/jogging trail, covered playground equipment, water fountain and restrooms

*****Number of tables in pavilions may vary and are not guaranteed*****

Those reserving Rosenberg Parks, Fields and/or Pavilions agree to abide by the following:

SECTION I: DEFINITIONS

1. **City** – refers to the City of Rosenberg
2. **Parks Board** – refers to the City of Rosenberg’s Parks & Recreation Board
3. **City Council** – City Council of the City of Rosenberg
4. **RCC** – refers to the Rosenberg Civic Center
5. **Renter/User/Client/Customer/Applicant** – refers to the person completing and signing the rental contract
6. **SCRSC** – refers to Seabourne Creek Regional Sports Complex
7. **YSA** – refers to Youth Sports Associations formally recognized by the City of Rosenberg

SECTION II: RESERVATION PROCESS

1. Rosenberg parks, fields and pavilions are free to use on a first come, first served basis provided no reservations exist. Anyone with a City Park Reservation Permit has precedence for use.
2. City Park facilities are available to rent by residents and non-residents, 21 years of age or older. Park facilities are open 365 days per year and may be used between the hours of 7:00 am and 10:00 pm. ***The pavilion at SCRSC is available for rent only on specified Saturdays and Sundays, during daylight hours. Seabourne Creek Park is open dawn to dusk.***
3. All reservations for park permits must be made through Parks online registration portal or in person at the RCC during regular business hours;
4. Rental use shall be limited to the purpose stated in the contract.
5. City of Rosenberg Park Reservation Permits are not transferrable to another party.
6. City of Rosenberg park facilities may not be used for the purpose of making a profit without obtaining a Park Reservation Permit
7. The person signing the rental contract must handle all transactions, inquiries or changes and be always present at the site during the rental.
8. The Rosenberg Civic Center will not accept any pavilion or field reservations after 4:00 pm on Friday (or Thursday in the event of a Friday holiday) for the upcoming weekend.
9. City of Rosenberg and YSA activities will be given priority; the City reserves the right to change or cancel any Park Reservation Permit that may conflict with those events.
10. Athletic teams/individuals registered and in good standing with any City league will be allowed one (1) reservation per week up to four (4) reservations per month for practices, at the appropriate site.
11. Any event involving more than 50 people and open to the public or requesting a street closure must schedule a meeting with Parks and Recreation Department staff and apply for a Special Event Permit, which can be found on the City’s website at www.rosenbergtx.gov.
12. Any event where food will be sold or given to the general public in a City park requires a valid Park Reservation Permit and a permit from the City’s Health Department.

SECTION III: RENTAL FEES

1. Park Pavilion and Field Rental Fees

	Pavilion	Athletic field	Athletic Field w/ lights
City of Rosenberg - Resident	\$16hr	\$16hr	\$32hr
Non-resident	\$20hr	\$20hr	\$36hr

- 2. All rental fees are due, in full, at the time of the reservation and can be paid with cash, check or credit card. An additional 3% service fee will be assessed to all credit card transactions.
- 3. The R.W. Lindsey Gazebo at Seabourne Creek Park is available for rent during park hours at a rate of \$50.00 per hour, with a two (2) hour minimum. An additional 50% of the rental fee is required as a damage deposit at the time of the rental and will be refunded within thirty (30) days of the rental, minus any deductions for damages or cleanup. All cancellation/refund requests will follow the guidelines stated below.
- 4. If a Special Event Permit is required, additional fees will be assessed per the Schedule of Fees.

SECTION IV: CHANGES, CANCELLATIONS & REFUNDS

- 1. Changes, cancellations, and refund requests must be made in person at the RCC during regular business hours. Original permits must be presented, and a Cancellation/Refund Request form must be completed. Changes cannot be made on Saturday, Sunday, or any City holiday.
- 2. Changes to reservations will be made on a first-come, first-served basis (one time) and must be done at least one (1) business week in advance of the original rental date.
- 3. Cancellation requests must be made at least one (1) week prior to the rental date. Cancellations made within one (1) week of the rental date will not be eligible to receive a refund.
- 4. City parks are outdoor venues, and as such, susceptible to variations in the weather. Refund requests due to inclement weather will only be considered in extreme conditions, and if the inclement weather occurs during the hours specified on the rental agreement.
- 5. The City reserves the right to revoke an agreement and/or suspend rental privileges should any of these policies not be followed. Refund requests in this instance will not be honored.

SECTION V: CITY ORDINANCES RELEVANT TO PARK RENTALS

- 1. City Ordinance (Chapter 4 Article I Section 4-10), all animals (except wildlife) are prohibited from city parks. Exceptions will be made for animals used for medical purposes (*i.e. seeing-eye dogs*). Dogs under the physical control of any person by cord, leash or chain are allowed at Seabourne Creek Park. Riverbend Park, which is established as a dog park, allows unleashed dogs in the fenced area.
- 2. City Ordinance (Chapter 14 Article V Section 14-93), it is unlawful for any person(s) to unreasonably disturb, injure or endanger the comfort, repose, health, and peace of safety of others within the limits of the city.
- 3. City Ordinance (Chapter 21 Article III Section 21-49), glass containers of any kind are prohibited in city parks.
- 4. City Ordinance (Chapter 21 Article III Section 21-50), consumption or display of alcoholic beverages is prohibited in city parks.
- 5. City Ordinance (Chapter 21 Article III Section 21-52), use of tobacco products is prohibited in city parks.
- 6. City Ordinance (Chapter 21 Article III Section 21-53), use of unmanned drones is prohibited in all city parks.
- 7. City Ordinance (Chapter 28 Article VII Section 28-200), motorized vehicles are prohibited in city parks.
- 8. Violators of any City Ordinance are subject to citation. A complete copy of the Code of Ordinances for the City of Rosenberg may be found at www.municode.com.

SECTION VI: CITY PROPERTY

1. The City provides only the equipment listed within this policy; additional items must be furnished by the renter, and subject to preapproval by the City. Renters assume liability for the cost of repairing or replacing any City property damaged by the applicant's activities.
2. Use of "dry" inflatables (bounce house/moonwalk) is allowed, through compliance with the Parks Department's Bounce House User's Agreement. Inflatables may only be used in conjunction with a valid Park Reservation Permit. The renter must provide a generator to power inflatables. No waterslides or other activities which require water are permitted. ***In addition, bounce house/moonwalks are not allowed in Seabourne Creek Park with the exception of the R.W. Lindsey Gazebo.***
3. ***The nature area at Seabourne Creek Park is subject to the following additional restrictions unless approved by Parks Staff:***
 - a. ***Use of barbeque grills is prohibited***
 - b. ***Use of inflatables is prohibited***
 - c. ***Use of ground stakes to anchor any equipment is prohibited***
4. ***The pavilion at SCRSC is subject to the following restrictions:***
 - a. ***Piñatas are prohibited***
 - b. ***Confetti of any kind is prohibited***
 - c. ***Use of inflatables is prohibited***
 - d. ***Use of ground stakes to anchor any equipment is prohibited***
5. Park equipment may not be taken outside of, or away from, the facilities where they are located for any reason. Renters will be liable for any equipment missing as a result of their event.
6. Generators are required to run larger items, such as inflatables, popcorn and cotton candy machines and music equipment/speakers.
7. The City reserves the right to require applicants, when it is deemed necessary, to provide public liability and/or property damage insurance and any other coverage to protect City property.
8. Renters are required to park in designated parking spaces and not on the grass in any park. Parking may be limited by seasonal park facility use (i.e., YSA games and/or practices).

SECTION VII: PERSONAL PROPERTY

1. The City will not be responsible for any equipment that is not the property of the City, at any time, in any park.
2. No equipment may be brought into the parks without the permission of the Parks and Recreation Director or his/her designee. The City does not allow for the storage of any equipment at park facilities unless prior arrangements are made with the Parks and Recreation Department.

SECTION VIII: SET UP & CLEAN UP

1. Hours needed for set up and clean up must be included in the rental reservation. Use of a facility the day before or the day after a function will be billed at the posted hourly rate.
2. Aside from the barbeque grills provided for cooking purposes at the parks, open flames and/or fireworks of any kind are prohibited.
3. Decorations may be secured in the pavilions by tape. Nails, screws, staples, and glue are prohibited. ***Piñatas and confetti of any kind are strictly prohibited in the pavilion at SCRSC.*** Decorations may not be attached to light fixtures or electrical conduit and must all be made of flame-resistant materials.
4. Vehicles should never drive on or park on the grass at any City park.
5. Renters may not post advertisements of any kind (signs, show bills, posters, etc.)
6. Renters must dispose of all trash in designated receptacles. If the trash barrels are filled, the renter agrees to bring all trash to the on-site trash dumpster, if one is provided. Trash includes, but is not limited to, decorations, paper products, food, and drink items.
7. Renters should leave a facility in the same, or better, condition than they found it. Failure to properly clean will result in written notice, possible future loss of rental privileges, loss of deposit and/or additional charges for clean-up and repair.

SECTION IX: SECURITY & SUPERVISION

1. The City reserves the right to require a police officer(s) for any reservation, depending on the size and age of the anticipated crowd, scheduled entertainment, and past experience with a group.
2. Should a reservation require security, the applicant shall follow the rules outlined by City of Rosenberg Code of Ordinances (Section 24-156).
3. If needed, police officer(s) are to be onsite when the first guest arrives and must remain until the facility is vacated at the end of the rental. All costs associated with security are the responsibility of the renter and must be arranged through the Rosenberg Police Department.
4. If additional police officers are called out to an event due to a disturbance and/or due to more attendees than specified on the contract, the renter will be responsible for additional costs.
5. Rentals involving people under the age of 18 must have at least 1 adult chaperone for every 10 guests. Chaperones must be 21 or older and be present throughout the event, set-up and clean up.

SECTION X: SERVICE ISSUES & EMERGENCIES

For service issues, such as plumbing, electrical or other safety issues, renters should call the Parks Department, Monday through Friday, 8:00 a.m. to 5:00 p.m. at 832-595-3960. For after-hours response, please call Rosenberg Police Dispatch at 832-595-3700 and request the Parks "on-call" employee. Emergency information is posted at every facility.

1. For emergencies or disturbances, renters should contact Rosenberg Police Dispatch at 911. Emergency information is posted at every facility.
2. If staff is called to respond to an issue that is not the responsibility of the City, the renter may be subject to additional fees.