



Parks & Recreation

Non-Standard Reservation Policies

Updated January 2020

Imperial Park Recreation Center

Reservation Hours:

Sunday 1 p.m.-5 p.m.

Monday through Friday 8 a.m.-10 p.m.

Saturday 8 a.m.- 8 p.m.

Phone: 281-275-2885

Fax: 281-275-2828

Email: parkreservations@sugarlandtx.gov

Mailing Address:

P.O. Box 110, Sugar Land, TX 77487-0110

LOST CREEK PARK

3703 Lost Creek Boulevard
Sugar Land, TX 77479

ELDRIDGE PARK

2511 Eldridge Road
Sugar Land, TX 77478

SUGAR LAND MEMORIAL PARK

15300 University Boulevard
Sugar Land, TX 77479

DUHACSEK PARK

17034 Old Richmond Road
Sugar Land, TX 77478

OYSTER CREEK PARK

4033 Highway 6
Sugar Land, TX 77479

BRAZOS RIVER PARK

18427 Southwest Freeway
Sugar Land, TX 77479

The philosophy of the City of Sugar Land is to provide facilities for a broad cross-section of uses. To that end the City has developed a facility use policy that provides an opportunity to rent facilities, while not allowing any one group to dominate the use of facilities, particularly during peak demand.

Individuals reserving Sugar Land Parks & Recreation facilities agree to abide by all park rules and regulations as outlined in Section 5-4 of Chapter 5 of the City of Sugar Land Code of Ordinances, and all of the following policies and procedures. Applicants understand all policies and procedures are non-negotiable. Failure to abide by these policies shall result in additional fees, loss of deposit, immediate termination of the reservation and loss of future rental privileges.

SECTION I - DEFINITIONS

City: The City of Sugar Land, Texas.

City Council: The City Council of Sugar Land, Texas.

Community Building: An enclosed reservation facility maintained by the Department.

Contract: A document that states the applicant has requested and paid to host a reservation at a reservable park space.

Department: The Sugar Land Parks & Recreation Department.

Applicant: A user, client, renter, or customer who is completing the rental contract.

Non-Profit Organization: A non-profit organization that is currently recognized as exempt from federal income tax under section 501 (c) 3 of the Internal Revenue Code (IRC) or meets the requirements of the Non-Profit Organizations Policy.

Non-Standard Reservation (NSR): A temporary gathering, rally, parade, race, festival, exhibit, display, entertainment, performance, or presentation held in a park space that requires the placement or erection of one or more stages, booths, kiosks, tables, tents, barricades, or similar temporary structure and may exceed set occupancy limits of the reservable park space.

Resident: A person, business or organization that resides within the corporate city limits of Sugar Land.

Park Space: Any park, park building or park facility that is managed by the Parks & Recreation Department.

Reservation: A contracted gathering that does not exceed 1 calendar day and occurs within a reservable park space and does not exceed reservable park hours (see Section III for park specific hours).

Special Event: A unique activity, occurring for a limited or fixed duration, and having an impact to public property that impedes, obstructs, impairs, interferes or disrupts normal or usual use of city property, facilities, or right-of-way. A special event includes activities originating outside of the city limits and entering into the city resulting in an impact to public property exceeding the established capacity of such property. The term does not include the rental of a park building or other city facilities that are available to the general public for rental on a regular basis unless that rental impacts a public property by exceeding its stated capacity or requiring additional city services.

Standard Reservation: A reservation that stays within the set occupancy limits of the reservable park space and adheres to Reservation and Facility Use Policies.

SECTION II – SECURING PARK SPACE

Contracts

Contracts must be made in person. The Parks & Recreation Department shall **not** accept phone reservations. No reservation shall be considered confirmed without a signed contract from the Parks & Recreation Department.

Non standard reservations must complete a **Non Standard Park Use Request Form**. The request form must be completed with detailed information about the potential reservation and submitted to Imperial Park Recreation Center staff for processing (see Section III for park specific policies).

NSR Request Form Procedure

A completed **Non Standard Park Use Request Form** must be submitted no less than forty-five (45) days prior to the potential reservation date. The request form must be signed by the person or persons responsible for the reservation.

If after initial review the NSR is found to meet the criteria for a Special Event, the applicant shall be instructed to complete the Special Event Permit application and process as noted in the City of Sugar Land Code of Ordinances Chapter 5 Article XIII.

The Parks & Recreation Department, along with other City of Sugar Land departments, shall make a decision on the request form as promptly as possible after the receipt of the completed request form and any additional required documents, and not more than thirty (30) days after the request form is received.

Once the review process is completed, the applicant shall receive notice of conditions that must be met prior to and on the reservation date.

The staff of the Parks & Recreation Department reserves the right to change the desired location in order to better facilitate the requested NSR.

Applicants using any park space must comply with all City ordinances and Federal and State laws as well as departmental Reservation and Facility Use Policies and NSR policies.

Reservation requests that do not conform to policies shall be rejected.

If, after the reservation request has been approved, the applicant does not meet park specific policies and any additional conditions, the reservation shall be canceled and applicant shall forfeit no less than 50% of the deposit amount.

SECTION III - PARK SPACE AVAILABILITY/USAGE POLICIES

Peak Times

Hourly rates are categorized by peak times and non-peak times.

Peak Times: Friday 5 p.m. through Sunday 10 p.m.

Non-Peak Times: Monday 8 a.m. through Friday 5 p.m.

Holidays

NSRs are **not** available on the following observed holidays: Good Friday, Memorial Day, Martin Luther King Jr. Day, Independence Day, Labor Day, Thanksgiving, the day following Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. Additional dates may include limited hours at the director's discretion.

Reservations are limited to one (1) per calendar year (this pertains to an individual or individuals representing a group, company or organization).

Each of the following parks is allowed only one (1) non standard reservation per month and do not permit overnight usage:

Duhacsek Park Community Center and Pavilion:

Available for reservation between 8 a.m. to 10 p.m. every day. (Please see Duhacsek Park users section)

Eldridge, Lost Creek and Sugar Land Memorial Pavilions:

Available for reservation between 8 a.m. to 10 p.m. every day.

Oyster Creek Park:

Available for reservation between 8 a.m. to 10 p.m. every day.

Multiple Non Standard reservations can be booked per month in the following park:

Brazos River Park Bowl and Overlook: Available sunrise to sunset every day. There shall be blackout dates due to festivals or other large reservations that occur in the adjacent festival site (please see Brazos River Park-specific policies).

Programs and/or reservations conducted or sponsored by the City shall be given priority at all times, and the City reserves the right to change or cancel reservations that may conflict with a City sponsored reservation or program.

To determine the appropriate park space, reference the following chart:

	Maximum Attendance	Paved Parking Spaces	Onsite Dumpsters
Duhacsek Park	250	40	0
Eldridge Park	250	500	2
Lost Creek Park	250	300	2
Sugar Land Memorial Park (Main Pavilion)	250	157	0
Sugar Land Memorial Park (South Meadow)	250	84	0
Oyster Creek Park	500	78	0
Brazos River Park	2000	616	2

Applicants must familiarize themselves with the park space before making a reservation.

To request hosting an NSR in a park space not listed, applicants must complete a NSR Request form and follow the request form procedures for consideration.

The following park specific policies must be adhered to and/or met prior to reservation:

BRAZOS RIVER PARK

Brazos River Park features the “Bowl” and “Overlook” which do not have fixed structures, and therefore the following policies apply only to Brazos River Park:

- a) The City may permit overlapping reservations within the Brazos River Park areas dependent on reservation size and type.
- b) Brazos River Park shall not be available when a festival or large event is utilizing the adjacent festival area. This may include set-up and breakdown dates for those reservations.
- c) Retail oriented NSR are permissible once every six (6) months per organization via NSR application only within Brazos River Park.
- d) Electrical access is not available.
- e) Sandbags and/or water barrels are permissible. Staking into the ground is prohibited.
- f) Driving and/or parking is not permitted on any grass, trail, or plaza areas.
- g) Alcohol is permitted within Brazos River Park as part of a standard reservation or NSR with the appropriate number of officers.
- h) Overnight reservations may be permitted for scout groups or similar non-profit groups at the director’s discretion.
- i) A parking attendant shall be required for reservations with 1,000 attendees or more.
- j) A roll off dumpster is required for NSR with over 250 attendees.
- k) Portable restrooms are not required unless the NSR is over 250 attendees and shall last longer than six hours.
- l) The park includes 1 certified 5K course that runs throughout Brazos River Park and one certified 5K and one certified 10K course that runs between Brazos River Park and the adjacent Crown Festival Site. If the use of one of these courses is required for your rental, you must specify this on your request form so appropriate conditions and/or fees can be set.
- m) An event attendant is required for events that are publicly advertised and have a projected attendance of 1,000 or more.

DUHACSEK PARK

Duhacsek Park is not located within City of Sugar Land City limits, and therefore the following policies apply only to Duhacsek Park:

- a) The park is gated and secured and is not open to the general public. Its use is limited to reservations only.
- b) The City shall not permit overlapping reservations.
- c) Should there be multiple reservations in a single day; the first reservation shall be required to lock and secure the front gate prior to entry by the second reservation.
- d) Alcohol is permitted at Duhacsek Park with the required number of security officers.
- e) A parking plan that includes parking attendants and fair weather parking shall be required for a reservation hosting more than 100 people.
- f) Limited electrical access is available at the pavilion within the park.
- g) Overnight reservations may be permitted for scout groups or similar non-profit groups at the director’s discretion.

ELDRIDGE PARK

Eldridge Park is predominantly utilized by soccer leagues, and therefore park availability shall vary dependent on the soccer seasons.

- a) With the number of paved parking spaces, parking attendants would not be needed as part of an NSR.
- b) Driving and/or parking is not permitted on any grass or trail area.
- c) Sandbags and/or water barrels are permissible. Staking into the ground is prohibited.
- d) Portable restrooms are not required unless the NSR is at maximum occupancy limit and shall last longer than six (6) hours.
- e) Limited electrical access is available at the pavilion within the park.

LOST CREEK PARK

Lost Creek Park is predominantly utilized by soccer leagues, and therefore park availability shall vary dependent on the soccer seasons.

- a) With the number of paved parking spaces, parking attendants would not be needed as part of an NSR.
- b) Driving and/or parking is not permitted on any grass or trail area.
- c) Sandbags and/or water barrels are permissible. Staking into the ground is prohibited.
- d) Portable restrooms are not required unless the NSR is at maximum occupancy limit and shall last longer than six hours.
- e) Limited electrical access is available at the pavilion within the park.

SUGAR LAND MEMORIAL PARK

Sugar Land Memorial Park includes a heavily utilized dog park, and therefore the following policies apply only to Sugar Land Memorial Park:

- a) A roll off dumpster is required for an NSR with over 100 attendees.
- b) Driving and/or parking is not permitted on any grass, trail, or pavilion plaza areas.
- c) If the South Meadow parking area is utilized, a parking plan that includes designated parking spaces for dog park users is required.
- d) If fair weather parking is needed, a parking plan that includes a minimum of one (1) parking attendant is required.
- e) Sandbags and/or water barrels are permissible. Staking into the ground is prohibited.
- f) Portable restrooms are not required unless the NSR is at maximum occupancy limit and is anticipated to last longer than six hours.
- g) Limited electrical access is available at the pavilion within the park.

OYSTER CREEK PARK

Oyster Creek Park reservation comes with the amphitheater only and limited parking spaces, and therefore the following policies apply only to Oyster Creek Park:

- a) A roll off dumpster is required for NSR with over 100 attendees.
- b) Driving and/or parking is not permitted on any grass or trail areas.
- c) If fair weather parking is needed, a parking plan that includes a minimum of two (2) parking attendants is required.
- d) Sandbags and/or water barrels are permissible. Staking into the ground is prohibited.
- e) Portable restrooms are not required unless the NSR is at maximum occupancy and shall last longer than six hours.

SECTION IV – FEES

The rental contract shall include a security deposit in addition to respective park space rental fees.

The security deposit shall be used to reimburse the City to repair, replace, clean, or compensate for any property of the park or facility which is damaged or missing as a result of use by the applicant. The security deposit shall also be used to cover additional costs due to policy or contract noncompliance and/or exceeding contracted hours.

If the security deposit has been expended through damages, noncompliance, or by exceeding contracted hours, the City shall bill the applicant for additional costs.

Security deposit amounts are determined based on the estimated attendance as stated on the NSR Request form.

Rental fees are calculated hourly.

Rental fees are due to the Parks & Recreation Department no later than ten (10) working days prior to the scheduled function.

Rental fees and security deposit are payable using the following methods of payment: Cash, money order, check, VISA, Master Card, and American Express. All checks are deposited upon receipt.

The applicant shall be held responsible for their guests/attendees regarding damage to facility, property, and behavior and following the rules and regulations of the Parks & Recreation Department.

The applicant shall forfeit no less than 50% of the security deposit if the applicant does not comply with policies and procedures including park specific policies and any additional conditions.

The City of Sugar Land reserves the right to increase the security deposit amount or deny a contract based on applicant's past rental history such as damaging city property, non-payment and failure to follow City rules and regulations, or for submitting false or misleading information on the request form.

SECTION V - CITY PROPERTY

The City of Sugar Land shall not be responsible for any equipment that is not the property of the City of Sugar Land during reserved usage.

Applicants assume liability for the cost of repairing damage to city property or equipment.

The City reserves the right to require applicants, when it is deemed necessary, to provide general liability and/or property damage insurance and any other coverage to protect the property of the City of Sugar Land. Failure to comply with these conditions, if applicable, shall result in the cancellation of the reservation.

For any NSR that is contained in City of Sugar Land park space, the applicant must furnish the City with a certificate of insurance complying with standards established by the City's Risk Manager. The City retains the right to lower, waive, or increase the public liability insurance limits based on, but not limited to, the following factors of the reservation:

- Nature of the Reservation
- Location of the Reservation
- Projected Attendance
- Expected equipment or machinery on reservation site

Pursuant to City Ordinance, insurance must include property, bodily injury, and municipal liability coverage. The City must be named as an additional insured on all policies, except Workers' Compensation and all policies shall provide a Waiver of Subrogation in favor of the City of Sugar Land. Insurance shall be written by a company licensed in Texas and written by a company with AM Best Rating of B+ VII or better. Insurance policies shall not be canceled or modified without written notice to the City of Sugar Land. Certificates of insurance for all of the above insurance policies shall be furnished to the City of Sugar Land on an "occurrence" form only.

An applicant has the right to show cause why the insurance requirement should be reduced or waived, and to present such request in writing to the Parks & Recreation Director or their designee. Upon receipt of the request, the Director or their designee along with the Risk Manager shall review the request and respond to the applicant within ten business days from the date the request was received. If a mutually agreeable insurance limit cannot be agreed upon, the request form shall be considered denied.

Indemnification. The applicant and any other persons on whose behalf the request form is made must agree in writing that they shall, indemnify and hold the City and its employees, vendors and contractors, harmless against liability for any and all claims, judgements and associated legal expenses and costs and for claims and litigation arising out of the reservation including, but not limited to those for damage to property or injury or death of persons. The agreement shall be in a form approved by the City attorney.

If it is determined by the City's Risk Manager that the applicant must obtain a certificate of insurance, it is expected that the applicant adhere to the following insurance policies:

Where applicable, for reservations with an expected attendance of **2,000 persons or less**:

1. General Liability not less than \$500,000 each occurrence with bodily injury and products completed and \$150,000 for property damage and not less than \$500,000 in the aggregate for each event.
2. Workers' Compensation in accordance with statutory requirements and Employer's Liability at a minimum of \$100,000.
3. A liability policy for any applicable exclusions as outlined in the General Liability in the General Liability Insurance.
4. Where alcohol shall be provided or served, Liquor Liability or Host Liquor Liability \$500,000 per claim/\$500,000 in the aggregate.
5. For amusement park equipment, provide current inspection certificates of equipment or current inspection sticker.
6. \$250,000 Fire Legal Liability for rented premises or firework activities.

SECTION VI - PERSONAL PROPERTY

The City of Sugar Land is not responsible for lost, damaged and/or misplaced personal property placed in or around its facilities and/or grounds.

Applicants are prohibited from storing equipment or supplies at the facilities other than during the hours that are specified on the applicant's contract. This includes any rental equipment contracted by the applicant.

SECTION VII - ENTRANCE AND ACCESS

Set-up. The amount of time needed to set-up, hold the function, and clean-up must be included in the total contracted hours for the NSR and shall be charged to the applicant at the respective park space hourly rate (see attached fee schedule).

The applicant must be present onsite and accessible to staff to manage any issues at all times during the contracted hours. Applicant must provide organizer and event day contact information.

If the applicant does not adhere to contracted hours, applicant shall forfeit no less than 50% of the security deposit. Any hours onsite, outside of contracted hours, shall be billed at the hourly rate. (see attached fee schedule).

Applicants shall not drive on any unpaved surface or allow guests or vendors to drive on any unpaved surface. Vehicles are only permitted in parking lots, driveways, and fair weather parking areas.

Applicants are solely liable for any and all damages. Any portion of city property that is damaged during this time shall be charged to the applicant.

Any use of the park space the day prior to the reservation (set-up) or following the reservation (breakdown) must be included in the contracted hours and shall be billed at the same hourly rental rate. This includes overnight hours.

Open flames are prohibited, including but not limited to candles, incense, tea lights, charcoal, and fireworks of any kind. Chafing dish heating elements are permitted. All decorative material must be flameproof.

Use of flammable material, rice, confetti, glitter, colored powder or similar objects is strictly prohibited.

The throwing of birdseed is permissible at outdoor park spaces and parking lot areas only.

The flying of kites as part of an NSR is strictly prohibited.

The release of paper lanterns and/or balloons is strictly prohibited.

User shall not post, exhibit, or be allowed to post or exhibit, any signs, advertisements, show bills, lithographs, posters, or cards of description, inside or outside any part of a building, except as authorized by the Parks & Recreation Department. User shall not be permitted to nail or tack material to any facility or pavilion.

Applicants reserving Lost Creek, Duhacsek Park and Eldridge Park Community Centers shall be issued a key prior

to their function. Applicants shall return issued key to the Parks & Recreation Department. Any key not returned to the City of Sugar Land shall assess a replacement fee from the security deposit.

Americans with Disabilities Act - The community buildings are wheel chair accessible and a sloped curb entry is available, with specially marked parking spaces nearby.

SECTION VIII - ALCOHOLIC BEVERAGES

With the exception of Brazos River Park and Duhacsek Park, alcohol is prohibited at park pavilions and consumption is prohibited outside of reserved buildings.

Applicants holding a reservation where alcoholic beverages shall be consumed are required to have a City of Sugar Land Police Officer(s) present during the function.

Persons visibly under the influence of drugs or intoxicated shall be asked to leave the premises.

The applicant must provide their own containers for storing alcohol. City trashcans are not provided or intended to be used as beer kegs or cold storage for wine.

Applicants agree to comply with all applicable state and local liquor laws.

SECTION IX - RESERVATION SECURITY

The City has the right to require a Sugar Land Police officer (s) for any and all functions. Taking into consideration among other things, the size of the group anticipated, the average age of the group, the presence of alcoholic beverages, live entertainment and past experience with a group.

There shall be one (1) City of Sugar Land officer required per each 1,000 attendees. The final number of officers shall be determined at the discretion of the City of Sugar Land Police Department.

The City has the right to require the City of Sugar Land Police officers or additional City staff for any and all reservations.

If additional police officers are called out due to a disturbance or attendees exceed the number stated on the contract, and create traffic concerns the applicant shall be charged for the extra police officer(s) at a rate equal to 1.5 times their regular hourly rate.

Security officer fees are non-refundable.

Groups comprised of persons eighteen (18) years of age or younger must have at least one (1) adult chaperone for every ten (10) guests. Chaperones must be twenty-one (21) years of age or older and chaperones must be present through the duration of the function, set-up and clean-up time included.

SECTION X - CLEAN UP

Applicants assume full responsibility for cleaning after a reservation in accordance with the policies.

The park space is to be returned to the condition it was in prior to the beginning of applicants' contracted hours.

Applicants are required to clean up and agree to dispose of all garbage as well as remove all decorations and equipment. The amount of time needed to clean up must be included in contracted hours. This includes all rented equipment such as tents, fencing, dumpsters and portable toilets unless arrangements are made in writing and are included in the rental contract.

Trash cans are provided throughout all park spaces. The Parks & Recreation Department has the right to request additional temporary trash receptacles for any and all reservations.

Applicants are responsible for litter control throughout the duration of the NSR contracted hours in addition to ensuring onsite trash cans are emptied during the reservation and before the conclusion of the contracted hours.

Applicants agree to the disposal and/or removal of all temporary trash receptacles, roll off dumpsters and trash inside of onsite trash receptacles.

Roll off dumpsters and portable restrooms must be removed from the premises within an hour after the reservation ends unless other arrangements are made with the City of Sugar Land Parks & Recreation Department in writing.

Applicants with an NSR that includes a crawfish boil or cooking of a similar nature is required to provide additional trash containers and liners for their reservation. At the conclusion of the reservation, applicants must remove and dispose of the waste generated by the reservation offsite at their expense. If this condition is not met, applicants shall forfeit their entire deposit.

SECTION XI - CHANGES, CANCELLATIONS AND REFUNDS

Any and all changes or cancellations made to the original reservation contract must be made in writing, either via email to parkreservations@sugarlandtx.gov or fax to 281-275-2828.

Applicants must receive a confirmation in writing acknowledging the change or cancellation that was made to the contract.

Changes

Changes, including changes to expected attendance, must be completed no later than ten (10) days prior to the scheduled reservation. If any changes are made less than ten (10) days prior to the reservation, a late change processing fee shall be assessed for each contract modification. Any changes requested five (5) days or less prior to the scheduled reservation, shall be denied.

Cancellations

To receive a full refund of rental fees and security deposit, cancellations must be completed no later than 30 days prior to the scheduled reservation.

Any reservation that is canceled less than 30 days prior to the scheduled use, shall forfeit no less than 25% of the security deposit as well as a \$50.00 processing fee which shall be deducted from the deposit for cancellation.

Any NSR, which has been scheduled due to false, inaccurate, or misleading information provided by the user shall be canceled at any time without refund. A function that should have obtained a Special Event Permit shall be fined not less than \$200 and no more than \$500 for each offense as stated in the City of Sugar Land Code of Ordinances Chapter 5 Article XIII.

Inclement Weather

If a reservation must be canceled by the applicant due to inclement weather on the day of the scheduled reservation, prior to the organizer setting up onsite, a full refund may be requested. A partial refund may be requested if the applicant had to shorten the reservation due to weather. In both cases, the applicant must pay for all set-up and takedown time spent onsite.

Refunds

The full deposit shall be refunded approximately thirty (30) working days following the function provided the park space was cleaned, absent of any damage, and applicant adhered to reservation conditions and all policies and procedures.

Deposits/Fees paid via cash or check may take up to six (6) weeks to be refunded.

SECTION XII - EMERGENCIES

In case of emergencies during the use of the community centers, including but not limited to: plumbing problems, power failure and air conditioning problems, the applicant should contact the Parks & Recreation Department at 281-275-2885. After business hours the answering service shall contact the Parks & Recreation Department on-call staff member. In case of non-park related emergencies, the Police Department dispatch should be contacted at 281-275-2525. This information is posted on the front doors of all community buildings.

If City staff is called out to respond to an emergency that is not the fault or responsibility of the City, including the pulling of fire alarms in a non-emergency situation, the applicant shall be fined for a false callout.