



Killeen Recreation Services Application for Outdoor Facility Rental

Return all forms to: Family Recreation Center, 1700 E. Stan Schlueter Lp.

Proposed Date of Event: _____ Facility Requested: _____

Rental Time Frame Pavilion: (30-minute set-up and 30-minute clean-up will be included prior to and after each rental):



8:00 am – 8:00 pm

8:00 am – 2:00 pm

3:00 pm – 8:00 pm

Rental Time Frame Trail: (30-minute set-up and 30-minute clean-up will be included prior to and after each rental):



6:00 am – 10:00 am

4:00 pm – 8:00 pm

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

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

Approximate # of Vehicles: _____

Inflatables or Jumping Equipment: _____ Yes _____ No

Amplified Sound: _____ Yes _____ No
(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. I and my heirs, executors, administrators, and assignees, do hereby agree to defend, indemnify, release and hold harmless the City of Killeen, its elected officials, employees, officers, volunteers, agents and sponsors from any and all claims, damages of every type, causes of action, costs, attorney fees, and interest which now exists or hereafter comes to exist, arising out of or related to acts or omissions of myself or the City of Killeen or any of its elected officials, employees, officers, volunteers, agents or sponsors during my use of the facility. I attest and verify that I have full knowledge of the risks involved in this event. I have read and fully understand the content and meaning of this statement and execute it voluntarily.

Signature: _____ Date: _____








----- FOR OFFICIAL USE ONLY -----

TOTAL RENTAL FEES: \$ _____ Date Received: _____ Staff Initials: _____

Method of Payment: _____ Receipt #: _____



Outdoor Facility Rental General Rules and Information

FACILITY	AMENITIES	CAPACITY (MAX)	RENTAL TIMES (Monday – Friday)	RENTAL TIMES (Saturday – Sunday)	FEES
 Andy K. Wells 2201 E. Veterans Memorial Blvd.	Electricity	30	8:00 am – 8:00 pm	8:00 am – 8:00 pm	\$50
 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	\$50
 Lions Club Park Lou Hansen 1600 E. Stan Schlueter Lp.	Picnic Tables Grills Restrooms	30	8:00 am – 8:00 pm	8:00 am – 2:00 pm 3:00pm – 8:00 pm	\$50
 Conder 810 Conder St.	Picnic Tables Grills Restrooms	30	8:00 am – 8:00 pm	8:00 am – 8:00 pm	\$50
 Long Branch Community Park Long Branch #1 1101 Branch Dr.	Picnic Tables Restrooms Splash Pad	60	8:00 am – 8:00 pm	8:00 am – 2:00 pm 3:00pm – 8:00 pm	\$100
 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	\$100
 Amphitheater 2201 E. Veterans Memorial Blvd.	Electricity	300	8:00 am – 12:00 am	8:00 am – 12:00 am	\$325 CLOSED 2022-2023 FOR RENOVATIONS
 Marlboro Park Pavilion 2902 E. Veterans Memorial Blvd.	Picnic Tables Grills	30	8:00 am – 8:00 pm	8:00 am – 8:00 pm	\$50
 Rotary Park Pavilion 2201 E. Veterans Memorial Blvd.	Picnic Tables	30	8:00 am – 8:00 pm	8:00 am – 8:00 pm	\$50
 Andy K. Wells Trail 2201 E. Veterans Memorial Blvd.	2.5 mile loop trail	N/A	6:00 am – 10:00 am 4:00 pm – 8:00 pm	6:00 am – 10:00 am 4:00 pm – 8:00 pm	\$75
 Lions Club Park Trail 1600 E. Stan Schlueter Lp	3.8 mile linear trail	N/A	6:00 am – 10:00 am 4:00 pm – 8:00 pm	6:00 am – 10:00 am 4:00 pm – 8:00 pm	\$75
 Heritage Oaks Hike & Bike Trail 8001 Pyrite Dr.	1.4 mile loop trail	N/A	6:00 am – 10:00 am 4:00 pm – 8:00 pm	6:00 am – 10:00 am 4:00 pm – 8:00 pm	\$75

<p style="text-align: center;">RESERVATION RULES</p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">INITIALS</p>	<ol style="list-style-type: none"> 1. Reservations are made on a first come, first serve basis at the Family Recreation Center during regular business hours. 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. 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. 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. 										
<p style="text-align: center;">PARK RULES</p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">INITIALS</p>	<ol style="list-style-type: none"> 1. The individual or group of the reservation is responsible for any damages, which may occur during the designated reservation time. 2. The individual or group of the reservation is responsible for all set-up and clean-up of the reserved facility. 3. The individual or group of the reservation is responsible for the actions of the group and patrons attending the event. 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. 5. Sign, poster, flag, and or banner may be posted on the rental premises during the reservation hours. All items must be removed at the conclusion of the reservation. (ORD. Sec. 19-37) 6. Groups may not set up any type of barricades or temporary fencing to block off any area of the park grounds. 7. No groups or individuals may drive or park on park grounds. (ORD. Sec. 19-30) 										
<p style="text-align: center;">EVENT RULES</p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">INITIALS</p>	<ol style="list-style-type: none"> 1. No groups or individuals will be allowed to use a facility that plans to <u>charge an admission</u> 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. 2. Groups may not charge for parking, admission fees, profit from the event at any time. Trail events may charge runner fee for participation. (ORD 19-31 Sec 6) 3. Alterations to a facility are not allowed without approval from the Killeen Recreation Services Department. 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. (ORD 19-31 Sec 13) 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. 										
<p style="text-align: center;">CITY ORDINANCE</p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">INITIALS</p>	<ol style="list-style-type: none"> 1. All groups and individuals must adhere to all City of Killeen ordinances. A summary of ordinances includes, but is not limited to: <u>DO NOT:</u> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Destroy property.</td> <td style="width: 50%;">Drive or park on grass.</td> </tr> <tr> <td>Tobacco products.</td> <td>Play music that may disturb others.</td> </tr> <tr> <td>Litter.</td> <td>Bring unleashed pets into area.</td> </tr> <tr> <td>Bring glass containers.</td> <td>Consume or possess alcoholic beverages.</td> </tr> <tr> <td>Drive or stake anything into ground.</td> <td></td> </tr> </table> Violations of any ordinances will result in cancellation of pavilion use and revocation of future privileges. 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. 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 	Destroy property.	Drive or park on grass.	Tobacco products.	Play music that may disturb others.	Litter.	Bring unleashed pets into area.	Bring glass containers.	Consume or possess alcoholic beverages.	Drive or stake anything into ground.	
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	of this certificate must be on file at the Recreation Services Department Office at least five (5) days prior to event.
LARGE GROUPS <hr/> INITIALS	<ol style="list-style-type: none"> 1. Groups of 150 or more people must obtain an approved Assembly Permit. 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.
CANCELLATIONS/REFUNDS <hr/> INITIALS	<ol style="list-style-type: none"> 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 rental fees will be refunded within 4-6 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. 2. Groups must cancel seven (7) business days in advance of event in order to receive a refund. 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. 4. All approved refunds take 4-6 weeks for processing. 5. There will be a \$5.00 administrative fee taken for processing for approved cancellations/refunds. 6. There will be no refunds for inclement weather. 7. In case of inclement weather, renter may reschedule the rental date at the same rented facility. 8. In case of inclement weather, renter must submit request to reschedule the rental date in writing to kpr@killeentexas.gov 24 hours prior to original rental date. Renter must submit reschedule date of rental date within 72 hours to kpr@killeentexas.gov. 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. 9. In the case of rain, groups must cancel event prior to the event start time.
TRAIL RESERAVATION <hr/> INITIALS	<ol style="list-style-type: none"> 1. Trail reservations must follow all rules & regulations as outlined above in addition to those listed in this section. 2. Trails are multi-use. Must remain open to the public during any trail event and may not be exclusively reserved. 3. An approved map of the race route must be submitted with the application. For approval e-mail your race route to kpr@killeentexas.gov