

**Building and Pavilion Guidelines**

**NOTICE TO PARK PATRONS**

* Reservations must be paid in full the day the reservation is made.
* Your usage permit is valid for the date and time indicated on your permit. The latest any reservation will be booked for pavilions are 2 business days before the rental date and 7 business days for building rentals. Due to facility bookings and frequency 30 days is recommended. Pavilion and/or gazebo rental refunds will NOT be given due to inclement weather.
* 72 hours prior notice is needed for refund on all cancellations for the pavilions. One week prior notice is needed for refund on any and all cancellations for the buildings.
* Any use of materials such as nails, screws, thumbtacks and masking or duct tape are not allowed as they may damage the walls.
* Any items such as confetti balloons, silly string, smoke bombs and paint won’t be allowed to use inside rental space or at outside pavilions.
* Electricity is NOT provided at any outdoor facilities.
* Alcoholic beverages are PROHIBITED in the parks and the buildings.
* NO commercial activity to involve the sale of any items is permitted.
* Amplified sound, music and speech are PROHIBITED in park.
* To report facility or rental problems call 972-237-8350 and leave a detailed message with your phone number. An on-call employee will call you back.
* In case of an emergency, please call 911..
* Responsible party is LIABLE for damages to facility and equipment during the rental.
* **The Special Use permit must be displayed or be available at your event or activity.**

**Restrooms in the parks are closed for winterization, December-February, with the exceptions of Mike Lewis and Friendship, which are closed only during inclement weather.**

**NOTICIAS PARA PATRONS DE LOS PARQUES**

* Su permiso es valido solamente para el tiempo y dia indicado
* Reservaciones deben pagarse en su totalidad el día en que se realiza la reserva.
* Se PROHIBE la venta/consumo de bebidas alcoholicas en los parques y salones que se encuentran en los parques.
* NO SE PERMITE actividad commercial que envuelva la venta de ningun articulo.
* Se PROHIBE ruidos excesivos incluyendo musica y discursos en los parques y salones.
* Para obtener un rembolso, se require 72 hours de aviso.
* No se ofrece electricidad en ningun parque.
* En caso de emergencia, llame a la policia 911.
* La persona que contrata es responsable por los danos que causen durante la renta del parque o salones.
* Para reportar un problema, llame al 972-237-8350 y deje un mensaje detallado con su número de teléfono. Un empleado le devolverá la llamada.
* No hay rembolso por causa de mal tiempo.
* **El Permiso de Uso Especial debe ser mostrado o estar disponible en su actividad o evento.**

**Los banos en los parques estaran cerados durante los meses de Dicembre, Enero, y Febrero, on las excepciones de Mike Lewis y Friendship, que están cerrados solo durante las inclemencias del tiempo.**

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