



255 Parkway Blvd., Coppell, TX 75019

Phone: 972-462-5100

Fax: 972-462-5149

parks@coppelltx.gov

Pavilion Rental Guidelines

Rental Procedure

- Park pavilions can be rented only by Coppell residents and Coppell Businesses. Renter must be minimum 21 years of age.
- Park pavilion rentals are available between the hours of 10:00 am to 2:00 pm and 3:00 pm to 7:00 pm.
- Parks and Recreation office accepts rental applications during regular business hours (Monday-Friday 8:00 am – 5:00 pm).
- Park pavilion rentals can be made six months in advance and up to 7 business days before the event.
- Park pavilion rentals must be paid in full the day the reservation is made. If the rental requires a Special Use Permit or Special Event Permit, the rental is not confirmed until all required documentation is on file with the City and applicable fees paid.
- Park pavilion rentals may be rescheduled, if cancelled due to inclement weather. Prior notice of 72 hours is required for a refund due to cancellation other than inclement weather. Inclement weather does not include heat or heavy winds.
- Park pavilions are booked for a minimum of 4 hours, 10:00 am until 2:00 pm or 3:00 pm to 7:00 pm. The rental time includes all set-up and clean-up time. No additional time is allotted for these activities.
- Park pavilion rentals do not include exclusive use of other park facilities. These facilities remain open to other park visitors.
- Renter must be present from start to finish of rental and should have their confirmed reservation rental agreement on hand during the event.
- The Coppell Parks and Recreation Department reserves the right to terminate a rental during the activity if conditions so warrant.
- Individuals and organizations renting facilities must comply with all applicable city policies, ordinances, and state laws. Failure to comply may result in denial of any subsequent use of facilities and/or forfeiture of the facility deposit.

General Park Rules

- Rentals shall be in compliance with Coppell, Texas, Code of Ordinances, Chapter 9, Article 9-11 Parks and Recreation Code – to view a list of codes visit Municode.com
- Renters requesting to have Special Activities at their event must receive prior written approval from the Parks and Recreation Department. The following are considered Special Activities and may require the approval of a Special Use Permit and submission of a Certificate of Liability Insurance for a minimum of \$1 million and an Endorsement Page naming the City of Coppell as an “Additional Insured”:

- Bounce houses, inflatables.
 - Laser tag, video game trailers and any other rented games.
 - Carousel pony rides, petting zoos etc.
 - Food vendors.
 - Amplified sound.
 - Power generators.
 - Stages.
 - Tents.
- Alcoholic beverages of any kind are prohibited within the city park, unless permitted otherwise.
 - Smoking or use of any tobacco product or use of e-cigarettes is prohibited within any city park.
 - Renter accepts pavilion “as-is” with respect to amenities and facilities, including available electricity and water services. Electricity is not a guaranteed part of the rental agreement.
 - Due to safety reasons, the shades at Old Town cannot be lowered for any reason. These shades are for use for the Farmer’s Market only in case of rain.
 - Any equipment and/or decorations installed by the renter must be removed at the end of the reservation. Nails, thumb tacks, etc. must not be used to attach decoration to walls or ceilings.
 - Propane grills are allowed, but must be placed a minimum of 25' from any structure. User must cleanup completely after use.
 - The sale of items, or the execution of commerce is not permitted in any park without written approval from the Parks and Recreation Department.
 - The renter is responsible for any damage to the facility and/or equipment that result from the reservation. Failure to pay fees for damaged property will result at least in the loss of future reservation privileges.
 - At the conclusion of the rental of any facility, the facility must be left in a clean and orderly condition.

Deposits

The Deposits serve as a collateral for possible damages to or loss of City property. Deposit may be paid by cash, check, or credit card. The deposit will be fully refunded within 30 days of the rental date upon City satisfaction that the use did not result in:

- Damage to City property
- Additional cleaning service
- Theft of City property or equipment
- Misrepresentation by the Lessee as to the intent, type or nature of activity
- Cancellation notice of less than 3 business days
- Use of facility beyond the authorized reserved time
- Noncompliance with Coppell, Texas, Code of Ordinances, Chapter 9, Article 9-11 Parks and Recreation Code

The Parks offices are closed during the weekend, but in case of an emergency someone can be reached at 214-687-1120.