



PARKS USAGE EVENTS POLICY & PROCEDURES

I. PROCEDURES

1. Reservations should be made at the City of Odessa Parks and Recreation Department, 1100 W. 42nd Street, Odessa, Texas 79764 between the office hours of 8:00 a.m. to 5:00 p.m. Monday – Friday. Applications should be submitted at least fourteen (14) days prior to the scheduled event.
2. If more than one application is received for the same date, time and location prior to approval of any event, the date and time that each application was received by the City shall determine the order of preference.
3. No application fees apply although reservation, rental fees, equipment rental fees, deposits, and insurance requirements may be required for some facilities. Fees may be paid by cash, check or credit card and are due at the time the application is submitted. Checks should be made payable to: City of Odessa Parks and Recreation, and should include your license number, date of birth, and home and work phone numbers.

A. Deposits:

Community Centers -	\$75.00
Floyd Gwin Gym -	\$150.00

B. Facility Rental Fees:

Community Centers – (11am-11pm)	\$85.00 (per twelve (12) hour period)
Floyd Gwin Gym – (11am-11pm)	\$150.00 (per twelve (12) hour period)
Picnic Pavilions -	\$15.00 (per three (3) hour period)

C. Equipment Rental Fees:

Mobile Stage	\$400.00 (per 24 hour period)
Bleachers	\$100.00 (per event)
Tent	\$200.00 (per event)

D. Insurance Requirements:

- a. Commercial General Liability insurance covering the event and all activities conducted on the premises including participant and spectators, will be required if the general public is invited to the event. In some cases, insurance requirements for private, non-commercial events can be waived, upon the authority of the Director of Parks and Recreation. Applicants shall furnish certificates of coverage prior to the event/use of the facility.

- i. Commercial General Liability - \$1,000,000 per occurrence
- ii. Bodily Injury/ Property Damage - \$2,000,000 Aggregate

- b. Insurance certificate must name the City of Odessa as an additional insured and provide for a waiver of subrogation in favor of the City of Odessa.
 - c. All applicants shall execute a written agreement to indemnify the City and its officers and employees against all claims of injury or damage to persons or property, whether public or private, arising out of the event/ facility use, including claims of the City for damage to city parks and other city property.
4. Overtime Delivery/Pickup – Keys and rented equipment should be picked up and/or returned during normal Parks and Recreation business hours, Monday – Friday 8:00 a.m. - 5:00 p.m. After hour delivery/pickup will be charged a \$75.00 fee due and payable by cash or check at the time of delivery/pickup.
 5. Building rentals are from 11:00 a.m. – 11:00 p.m. on the day of rental only. Please do not enter prior to 11:00 a.m.
 6. Refund of deposit - Full refund of deposit fee shall be made if applicant complies with all terms and conditions provided herein; returns key (if applicable) on the following business day by 5:00 p.m. and properly cleans per the instructions provided on the rental contract.
 7. Cancellations are accepted any time prior to the event. A \$15.00 processing fee will be charged in the event of a refund. Refunds will be in the form of a check and will be mailed to the appropriate address. Refund checks may take up to two (2) weeks to process.
 8. Reschedules – In the event it is necessary for applicant to reschedule the use of a facility, the applicant should contact the Parks and Recreation Department and request a reschedule of the event within the following year.

II. REQUIREMENTS

1. Compliance with all city, state, and federal laws is required, including but not limited to Article 1-13 of the City of Odessa Code of Ordinances.
2. Alcoholic beverages are not allowed in or around any park facility or park property.
3. No vehicles are allowed on park property except in authorized parking areas.
4. Glass containers are **not permitted** on park property.
5. Distribution of bird fee/seed, confetti and rice is **not allowed** on Park property.
6. If decorations are placed on park property, they must be removed immediately after the event and be disposed of properly.
7. All parks and facilities close at 11:00 p.m. unless the activity is approved for after-hours by the Director of Parks and Recreation pursuant to Section 1-13-3(c) of the City of Odessa Code of Ordinances.

8. Sound levels shall be kept to a minimum in order not to disturb other park patrons or the surrounding neighborhood. The use of amplified sound is permitted on a limited basis. The City reserves the right at any time to require individual(s) using park property to reduce volume levels and/or eliminate amplified sound as may be deemed in violation of City Ordinance.
9. If the event/ activity requires a Special Events permit from Odessa Police Department, **applicant is responsible for obtaining required permits in a timely manner.** If any of the following conditions are applicable to your event, you must contact the Police Department and obtain a Special Event Permit pursuant to Article 1-15 of the City Code:
 - An event on public property that will cause an interruption of traffic, including but not limited to the closing of a city street, the direction of traffic or the posting of safety signs or devices.
 - Use of loudspeakers, sound amplifiers or musical instruments which will create excessive or unreasonable noise within 200 linear feet of a residential area.
 - An event that will include a fireworks display.
 - A Special Event Parade (as defined by City Ordinance).
 - Contact Odessa Police Department at (432) 333-3641.
10. If your event will be providing food/ drinks to the public, you must contact Ector County Health Department at (432) 498-4111 to see if a Health permit is required. **Applicant is responsible for obtaining required permits in a timely manner.**
11. If electricity is needed, applicant must submit the amp requirements, location and specific time that electrical service is needed at least one (1) week prior to the scheduled event. Any additional electrical service that would be set as temporary and provided by a utility company must be installed by a licensed electrician and must be approved by the City of Odessa Building Inspection Department prior to installation. In the event that electrical service is needed and City staff must assist, a fee may be assessed to cover costs of materials and labor.
12. If portable restroom facilities are needed or required, contact Crown Equipment at (432) 366-9522 or GincoCorp Rentals at (432)528-5837. Location of portable restrooms must be approved by the Director of Parks and Recreation prior to the event.
13. Security may be required by the Director of Parks and Recreation depending upon the type of event, number of anticipated attendees at the event, as well as other factors.

III. MISCELLANEOUS

1. The City of Odessa makes no representations or warranties regarding the condition of the premises and applicant shall not use the premises until applicant has inspected the premises and determined that they are safe for use.
2. The City of Odessa is not responsible for lost, stolen or damaged items on park property. In addition, the City is not responsible for any accidents that may occur on park property.
3. The City of Odessa reserves the right to terminate applicant's authority to use the city park and/or facility if (a) the City believes that a threat to the safety, health and welfare of the community is present, whether or not such threat is created by the actions of the applicant or (b) the city park or facility is needed for an election or other public event or needed in the event of a disaster.