

Pavilion Reservation Rules:

1. Reservations are made online on a first come, first serve basis. No in-person reservations will be accepted. Combination to restrooms will be emailed with receipt of pavilion rental. Your bank statement will show a charge from Gatesville Parks & Recreation. If this charge is disputed your reservation will be invalid until your balance has been settled.
2. Reservations must be made at least seven (7) days in advance.
3. Reservations are based on an 8am-8pm allotted time frame. Groups may arrive 30 minutes prior to their rental time to begin set-up and must be cleaned up and leaving the pavilion 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.

Park Rules:

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 pavilion.
3. The individual or group of the reservation is responsible for the actions of the group and patrons attending the event.
4. Groups may not set up any type of barricades or temporary fencing to block off any area of the park grounds.
5. No groups or individuals may drive or park on park grounds.
6. Tent camping is prohibited in City parks.

Event Rules:

1. Groups may not charge for parking, admission fees, or profit from the event at any time.
2. Alterations to a facility are not allowed without approval from the Gatesville Parks & Recreation Department.
3. **DO NOT**- destroy property, litter, drive or stake anything into the ground, drive or park on the grass, bring unleashed pets, play music at a volume that may disturb others, set up a bounce house, water slide, kitty pool, dunking booth, etc.
4. Failure to abide by City rules, regulations, and/or ordinances will result in the group and/or individuals' inability to reserve any City-owned outdoor/indoor facility.

Cancellations/Refunds:

1. The City of Gatesville Parks & Recreation 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 Parks & Recreation Department will attempt to notify the renter of any modifications or cancellations at least five (5) business days in advance of the rental date.
2. Groups must cancel fourteen (14) business days in advance of the pavilion rental in order to receive a refund.
3. All approved refunds take 4-6 weeks for processing.
4. There will be no refunds for inclement weather.
5. In case of inclement weather, the renter may reschedule the rental date at the same rented facility. The renter must reschedule the pavilion rental within 120 hours of the originally scheduled date. Failure to reschedule within 120 hours will result in forfeiture of the opportunity to reschedule and renter will not receive a refund.