



FACILITY RESERVATION INFORMATION & RENTAL AGREEMENT

Recreation facilities may be reserved and rented at the following locations.

- Benbrook Ranch Park (Pavilion, Athletic Fields)
- Robin Bledsoe Park (Pavilion, Athletic Fields, Amphitheater, Swimming Pool)
- Devine Lake Park (Pavilion)

Reservation requests may be obtained by calling the Parks & Recreation Department (PARD) at 512.528.9909. Please call in advance to determine if the facility is available on the date and time desired. Once it is determined that the facility is available complete a [Facility Rental Agreement](#) and submit it along with the required payment and security deposit.

Rental Fees

Pavilions (4 hour period)	Residents - \$50	Non-Residents - \$60
Non-Irrigated Athletic Fields (1 ½ hour period)	No Lights - \$10	
Irrigated Athletic Fields (1 ½ hour period)	No Lights - \$15	Lights - \$25
Amphitheater (2 hour minimum)	Residents - \$100	Non-Residents - \$120 (\$25 each additional hour)
Concession Stand (per day)	\$50	
Swimming Pool (2 hour min. - 45 people or less) (For Pool Rentals call the YMCA – 512.250.9622)	Residents - \$100	Non-Residents - \$120 \$15 per hour for each additional lifeguard

Security Deposits:

Litter & Damage - \$100 per rental
Concession Stand Key - \$50

Payment Options

Please call to get a tentative reservation before submitting the Rental Agreement and payment. We accept cash, money orders, checks, and credit/debit cards. Cash is accepted in person only. A \$2 processing fee applies to credit/debit transactions. Please make checks and money orders payable to “City of Leander.”

Mail: PO Box 319, Leander, TX 78646

FAX: (512) 528-9228

E-mail: the staff member taking your reservation will provide you with an e-mail address.

In person: 406 Municipal Dr., Leander, 78641



FACILITY RENTAL AGREEMENT

Office: 406 Municipal Drive
 Mailing: PO Box 319 – Leander, TX 78646
 Ph 512.528.9909 Fax 512.528.9228 www.leandertx.org

Renter _____ Driver License No. _____ Phone # _____

Address _____ Email Address _____

Rental Purpose _____

WILL YOUR ACTIVITY INVOLVE OR NEED ANY OF THE FOLLOWING?

Inflatables? ___ Amplified sound? ___ Electricity ___ Water? ___ Alcohol? ___ A Group of 100 or more?

FACILITIES	RESIDENT RATES	NON-RESIDENT RATES	LOCATION, DATE & TIME REQUESTED
<u>Pavilions</u> ▪ Devine Lake Park ▪ Robin Bledsoe Park ▪ Benbrook Ranch Park	\$50 (4 hours)	\$75 (4 hours)	Requested Park: _____ Requested Date: _____ <u>Requested Time (Circle One)</u> 9 am–1 pm 1:30–5:30 pm 6-10 pm
<u>Amphitheater</u> ▪ Robin Bledsoe Park	\$100 (2 hour min.) (\$25 each additional hour)	\$150 (2 hour min.) \$25 each additional hour)	Requested Date: _____ Requested Time: _____
<u>Athletic Fields</u> ▪ Robin Bledsoe Park ▪ Benbrook Ranch Park	Lights \$25/field No Lights \$15/field Non Irrigated \$10/field (90 minutes)	Same as Residents	Requested Date: _____ <u>Requested Time (Circle)</u> 8-9:30 am 10-11:30 am 12-1:30 pm 2-3:30 pm 4-5:30 pm 6-7:30 pm 8-9:30 pm

DEPOSIT FEES: Litter & Damage (\$100) Goals (\$150) Keys (\$50) _____

PAYMENT METHODS ___ Cash ___ Check (# _____)

___ Visa, MasterCard, Discover or AMEX (\$2 Fee) # _____ Exp. _____

PAYMENT DUE:

Rental Fees	_____
Deposits	_____
Credit Card Service Fee	_____
TOTAL DUE	_____

RENTAL AGREEMENT TERMS

Facilities are rented on a first come, first serve basis. The undersigned agreement is between the “City of Leander” and the “Renter.”

1. Renters and their guests must adhere to all *City Park Rules & Regulations (Ordinance No. 05-036-01)*.
2. Special permits are required for organized exhibits, performances/plays, movies, radio/television broadcasts, fairs, circus, music events, parades, political meetings, gatherings involving 100 or more persons, activities using amplified sound, to sell, offer or solicit goods or merchandise, to post or affix printed or written matter, samples or devices and to distribute printed or written matter advertising or providing information about a business, commodity, service, product or other commercial activity
3. Alcohol is prohibited.
4. Rental activities can only occur during regular park hours (6 am to 10 pm daily).
5. Renters must be 18 years or old and be present on-site during the entire rental event. Renters are responsible for the conduct and behavior of their group and for enforcing the terms of the *Rental Agreement*.
6. There is no guarantee that adjacent park facilities will be operational on the day of the rental.
7. Renters must submit the *Rental Agreement* and full payment within 10 calendar days of scheduling reservations or the rental will be cancelled. The *Rental Agreement* may be submitted by mail, fax, email, or in person.
8. **Cancellations & Refunds.** Cancellations involving field lights must be made the day of the rental prior to when the lights are to be activated. Refunds for non-lighted facilities may be given for inclement weather occurring at the time of the rental. Call Parks & Recreation before the end of the following business day to request a refund. Refunds will not be given if adjacent facilities are not operational on the day of rental (WaterPlayScape, Swimming Pool, etc.). The emergency cancellation number is 512.563.4821.
9. Failure to comply with *Rental Agreement* terms may result in the forfeiture of a deposit and the right to future use City recreation facilities.

By signing below Renter agrees to *Agreement Terms* and to be personally responsible for damages or problems caused by the rental group.

Renter Signature

Date

City Approval

Date

