

Facility Reservation Agreement



Travis County Parks
PO Box 1748
Austin, TX 78767
700 Lavaca, 5th Floor Suite 540

512-854-PARK (7275)
parks@traviscountytexas.gov

Click or tap to enter a date.

User Group

Address

Contact Info

Park Choose an item.

Reserved Dates Click or tap here to enter text.

Hours Click or tap here to enter text.

Facility Click or tap here to enter text.

• Fee type \$00

Total \$00

Note: Click or tap here to enter text.

In consideration of Travis County, Texas, allowing use of the County parks located in Travis County, Texas (the “County Park”), the undersigned user (the “User”) agrees to follow the Terms and Conditions as set out below.

Terms and Conditions

1. Park hours are 8:00 a.m. – Civil Twilight (Dark). The reserved site and area must be cleaned and vacated by end time listed on the reservation agreement.
2. Max Occupancies:
 - Small Shelter – 30
 - Large Shelter – 50
 - X-Large Shelter – 100
 - Mansfield Dam Pavilion – 30
 - Bob Wentz Pavilion – 20
3. Lessee is responsible for cleaning pavilion and removing decorations, etc. All trash, including ground litter, created by the lessee and/or guests, shall be placed in proper receptacles. Staples, thumbtacks, glue, hooks and nails are not allowed on walls, doors, or ceilings. No confetti, rice or bird seed is allowed.
4. **Rentals are rain or shine. Refunds or schedule changes are not provided due to inclement weather.**

Facility Reservation Agreement

5. All users must follow Travis County Park rules and regulations and while in Lower Colorado River Authority (LCRA) parks, users must also comply with LCRA rules and regulations.
6. Glass containers (bottles, etc.) are PROHIBITED in all Travis County parks.
7. All fees due once reservation request is approved:
 - Non-Refundable Reservation Fee
 - Rental Fee
8. Cancellation requests must be received by the Parks Reservation Office twelve (12) business days (Monday – Friday 8:30am – 4:00pm) in advance of the reserved date for refund of paid rental fee. The Reservation Fee is non-refundable. Refunds are processed and mailed within eight (8) weeks.
9. Facilities equipped with 110V electrical outlets may not support high amperage electronics. Electric heaters, amplifiers, moonwalks/jumpers, etc. should not be used. Water faucets are not for recreational use.
10. A responsible party (18 years of age) or organization representative must complete the reservation form.
11. All groups are required to have one (1) adult chaperone for every 25 participants under the age of 18.
12. The sale of food, drinks or other items are permitted only with a concession contract with Travis County or by a lease agreement for the use of a concession building or temporary concession site from Travis County.
13. The Parks Division Director or Manager or his/her designee must authorize the use of a park facility for storage of equipment or supplies. Travis County is NOT responsible for lost, stolen, or damaged property stored on Travis County property.
14. Facilities may not be sublet or assigned to others.
15. Travis County and/or staff is not responsible for any personal injury incurred by persons attending the event nor will Travis County and/or staff be held responsible for any personal property during or after event.
16. Disorderly Conduct or Assault, as defined by the Texas Penal code, will not be tolerated. Such actions include, but are not limited to, abusive, indecent, profane, or vulgar language that might cause a breach of the peace; or threatening or cause physical contact with someone else who might consider the contact offensive.
17. Lessee will pay all fees as required by the Travis County Parks Rental Fee Schedule. Lessee agrees to reimburse the County for any damage caused by the Lessee/and or guests to County facilities, equipment, or personnel during the rental period, including staff's time cleaning any litter and/ or trash not properly disposed of.

By completing this reservation, I agree to the terms and conditions set forth and understand that failure to comply will result in loss of deposit(s) and/or further action.

THE UNDERSIGNED AGREES TO AND SHALL INDEMNIFY AND HOLD HARMLESS COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, NEGLIGENCE, CAUSES OF ACTION, SUITS, AND LIABILITY OF ANY KIND, INCLUDING ALL EXPENSES OF LITIGATION, COURT COSTS, AND ATTORNEYS' FEES, FOR INJURY TO OR DEATH OF ANY PERSON, FOR ANY ACT OR OMISSION BY LICENSEE, OR FOR DAMAGE TO ANY PROPERTY, ARISING OUT OF OR IN CONNECTION WITH THE UNDERSIGNED'S USE OF THE COUNTY PARK.

By payment of the reservation fees, I accept the Terms and Conditions of this license agreement set forth and understand that failure to comply will result in loss of deposit(s) and/or further action.

Sign: _____ Date: _____ / _____

(Address) (City) (State) (ZipCode)

Date of Event: ____/____/____ Facility/Park: ____/____

MM DD YY

OFFICE USE ONLY

Cancellation Date: _____

Verified By: _____

Travis County Parks Rules

Travis County Parks are designed and operated with the safety and accessibility of park visitors in mind. Every effort is made to keep parks safe, open, available and accessible.

When entering Travis County Parks, you are subject to reasonable park rules necessary to protect people and property. We operate under the authority of the Travis County Commissioner's Court who approves park rules. Park rules are intended to allow visitors a safe and enjoyable park experience and to protect parks for future generations. <https://parks.traviscountytexas.gov/about/rules>

Consequences of violating Park Rules can range from eviction to lifetime ban.

Entry and Camping

- (a) For County parks requiring a day use fee, no person shall enter or remain without paying the applicable fees.
- (b) Camping is only permitted in designated areas of County parks.
- (c) No person shall camp in any overnight County park for more than seven (7) days or in multiple overnight parks for more than fourteen (14) days during any 30-day period.

Preservation of Park Property, Plants, and Wildlife

- (a) Visitors are prohibited from altering, carving, defacing, painting, or otherwise marking any tree, fence, rock, building, or other natural or man-made structure on County park property.
- (b) Visitors are prohibited from altering, damaging, or destroying any barrier, lock, door, camera, fence, gate, lighting, traffic control device, or other Travis County property.

(c) Waste and Littering

- (1) No outside garbage, liquids or other types of waste may be dumped or discarded in any County park.
- (2) Garbage associated with County park use must be deposited in containers provided by the County park or removed from the park.

(c) Archaeological, Paleontological, and Historical Features

- (1) Archaeological, paleontological, and/or historical artifacts and features of any character located in, on, or under Travis County parkland control must not be disturbed or removed.
- (2) Except when authorized, entry into any historical structure, or climbing on, through, or over to gain entry into the structure is prohibited.

(d) Animals. Visitors are prohibited from disturbing, feeding, harming, collecting, hunting, restraining, trapping or releasing animals.

(e) Natural Materials

- (1) No person shall damage, destroy, disturb, or remove any timber, grass, shrubs, dirt, other vegetation, rock, sand, gravel, caliche, or other similar substance, material, or geologic feature, from any County park or other park property.
- (2) Plants may not be brought into any County park or other park property.
- (3) Cutting and/or gathering firewood or other material capable of combustion is prohibited.
- (4) Edible plants or fruit may be collected for personal consumption if doing so will not harm the plant/tree.

Facility Reservation Agreement

Abandoned Property

- (a) Abandonment of personal property in a County park is strictly prohibited.
- (b) Any vehicle, boat, trailer, or other property left in a County park more than twenty-four (24) hours is considered abandoned and may be confiscated, destroyed, removed and stored at the owner's expense as permitted by state law.
- (c) Travis County Parks may remove personal property if it presents an immediate and significant threat to human life, public safety or the environment.

Alcohol Consumption

- (a) Public display of the consumption of alcoholic beverages is prohibited except for approved special events with access limited to adults at least twenty-one (21) years of age and older.
- (b) Sale of alcoholic beverages is prohibited in every County park.
- (c) Intoxicated persons are prohibited in County parks.
- (d) Visitors who become intoxicated will be removed.
- (e) Alcoholic beverages are prohibited at all youth events.
- (f) Consumption of alcoholic beverages by participants and officials is prohibited at sporting events.
- (g) Failure to comply could result in removal from the park, issuance of a criminal trespass warning, and filing of criminal charges, if applicable.

Children and Youth

Adults are responsible for their minor children's actions.

Drones, Unmanned Aircraft Systems

- (a) Use of drones are permitted if:
 - (1) The operator has complied with all Federal Aviation Administration policies and rules regarding the use of drones especially recognizing the fact that many parks are within prohibited airspace near airports.
 - (2) The drone does not interfere with other park visitors' enjoyment of the area.
 - (3) The drone is operated in a safe and discrete manner so as to not pose a safety or security threat.
- (b) Operators shall have in their possession and provide proof of licensing for the drone being operated, if required.
- (c) No drone is permitted for use between dusk and dawn or during inclement weather conditions.
- (d) Drones are not permitted any County park with signage indicating drones are not permitted.
- (e) Drones are not permitted to be operated in a manner that could reasonably be determined to disturb other visitors or adjacent residents.
- (e) Use of a drone in any park with signage indicating an emergency helicopter landing zone located inside the park must receive prior approval through the special event application process before flying the drone.

Electric Bicycles and Other Electrified Conveyances

- (a) An electric bicycle or e-bike is defined as "a two or three-wheeled cycle with fully operable pedals and an electric motor of less than 750 watts that provides propulsion assistance." This definition is consistent with the definition of "electric bicycle" in the Consumer Product Safety Act. Electric bicycles are divided into a three-class system that limits the maximum assisted speed of an e-bike:
 - (1) Class 1 electric bicycle means an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.
 - (2) Class 2 electric bicycle means an electric bicycle equipped with a motor that may be used exclusively to propel the bicycle, and that is not capable of providing assistance when the bicycle reaches the speed of 20 miles per hour.
 - (3) Class 3 electric bicycle means an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour.
- (b) Class 1 and Class 2 electric bicycles are permitted on designated bicycle trails and must be operated in a manner so as not to be a danger to others or damage the environment or grass surfaces.
- (c) Other electrified conveyances, including golf carts and other multi-wheel electric vehicles, are only permitted to operate on sidewalks with sufficient width to accommodate the conveyance while not interfering with the flow of pedestrian traffic.

Facility Reservation Agreement

(d) Electric bikes and other electrified conveyances are strictly prohibited where signs indicate.

(e) This section is not intended to apply to electric motor vehicles legally permitted to operate on public roadways.

Fire

(a) Fires Prohibited

(1) At the discretion of Travis County Parks staff, fires may be prohibited during hazardous conditions. All fires are prohibited during a County burn ban. Any fire that is started or ignited by a park visitor during a County burn ban will result in an immediate confiscation of park permit(s) and eviction of the park visitor from the County park and issuance of a criminal trespass warning as set forth in section 232.010.

(2) When hazardous conditions are present, unless stated to the contrary, only propane stoves or charcoal are permitted for use.

(3) No fires, stoves, or cooking of any kind are permitted in Hamilton Pool Preserve, Pogue Springs or Wild Basin Preserve.

(4) No ground fires outside of designated fire rings or grills are permitted.

(b) Fires Permitted

(1) Fires are permitted in camp stoves, grills, and fireplaces.

(2) Ground fires are permitted in designated areas only and must be maintained in a safe and controlled manner at all times.

(c) All fires and any ignited materials must be extinguished before leaving.

Firearms and Weapons

(a) Except as permitted by state law, no person may display or possess a firearm or other weapon in any County park.

(b) Discharging of any device from which shot, a projectile, arrow, or bolt is fired by the force of an explosion, compressed air, gas, or mechanical device to include, but not limited to rifle, shotgun, handgun, air rifle, pellet gun, longbow, cross bow, sling shot, blow gun, or dart gun is strictly prohibited.

(c) Use of bow and arrow is only permitted for sporting purposes in County parks that expressly authorize the use of a bow and arrow.

(d) An exception may be permitted for events approved through the special event application process and only with proper declaration of the intended use, submission of detailed safety plans, and approval of other governmental agencies, if required.

Fireworks

(a) Ignition of fireworks in any park is prohibited.

(b) An exception may be permitted for events approved through the special event application process and only with proper declaration of the intended use, submission of detailed safety plans, and approval of other governmental agencies, if required.

Glass Containers

No person shall bring into or use glass containers in any area of the County parks.

Metal Detectors and Other Detection Devices

Use of metal detectors and other detection devices are prohibited in County parks without approval through the special event application process.

Noise and Artificial Lighting Limits

(a) Visitors will not create excessive noise, meaning a level which could reasonably be determined to disturb other visitors or adjacent residents.

(b) All combustible engine generators and/or amplified music must be turned off between the hours of 10 p.m. and 7 a.m.

(c) Visitors are not permitted to introduce artificial lighting that could reasonably be determined to disturb other visitors or adjacent residents.

Parking

(a) All vehicles shall be properly parked in designated parking spots only.

(b) Parking on unimproved areas such as grass or other unpaved areas is prohibited unless signage or park staff specifically authorize doing so.

(c) Except for County parks authorizing overnight camping, vehicles are not permitted to remain in parks overnight. An exception can be made by the Parks Director (or designee) if granted approval through the special event application process.

Pets and Horses

(a) Pets

Facility Reservation Agreement

(1) Pets are defined as dogs and cats. All pets must be kept under direct control and attached to a person or fixed object at all times by a leash not to exceed six (6) feet in length.

(2) Pets shall not be left unattended or constitute a nuisance.

(3) Noisy, vicious, or dangerous pets are not permitted.

(4) Pets are not permitted in Hamilton Pool Preserve, McGregor/Hippie Hollow Park, Pogue Springs, and Tom Hughes Park. Service dogs may be allowed in these designated County parks if guidelines of the

American with Disabilities Act are followed, and the service dog is needed because of a disability. Emotional support dogs are not permitted in the County parks listed in this subsection.

(5) Other pets and animals, such as barnyard animals, exotics, llamas, mules, donkeys, goats, and wild animals are not permitted in any park. An exception may be permitted in limited instances for events approved through the special event application process.

(6) Pet owners are responsible for removal of any waste left by their pet.

(b) Horses

(1) Horses are permitted at Northeast Metropolitan Park, Pace Bend Park, Reimer's Ranch, and Webberville Park. All horses must have verifiable Coggins papers.

(2) Northeast Metropolitan Park Equestrian Areas are for special groups only. Prior approval is required.

(3) Owners are responsible for the removal of any waste left by their horse.

(4) Except for loading and unloading, conveyances transporting horses shall not be parked in a way that hinders flow of traffic.

(5) Owners/riders are responsible for ensuring their horse does not interfere with park visitors and must maintain control of them at all times.

Sexual Accessories or Devices

It is not permissible to intentionally, knowingly, or recklessly use accessories or devices of a real or perceived sexual nature while engaging in conduct containing elements of the offenses of public lewdness under Section 21.07, Penal Code, or indecent exposure under Section 21.08, Penal Code. Engaging in these uses and violations of these Penal Code provisions will result in immediate eviction from the County park, and issuance of a criminal trespass warning as set forth in Section 232.010.

Soliciting and Vendors

(a) No solicitation is permitted.

(b) No one may rent or sell any item or service except under an approved concession contract. Transfer of a vendor contract from one person to another is not permissible. Each vendor must operate under their own concession contract.

(c) Selling items or services must not impede traffic flow in parking areas or on sidewalks.

Special Events and Other Park Events

(a) Unless waived by the Parks Director (or designee), special events shall only be considered after submission of a substantially complete application. Applications must be submitted no less than fourteen (14) days from commencement of the event.

(b) No event shall be approved or permitted if the safety of persons or property is reasonably in question as determined by the Parks Assistant Director of Public Safety and Resource Protection (or designee).

(c) Organizations and individuals wanting to film or take photographs on Travis County Parks property for commercial use, stock photography, student projects, television, or movies must complete a special events application and obtain approval before doing so.

(d) Unless waived by the Parks Director (or designee), with the exception of overnight County parks, special events are not permitted after the County park closes. In consideration of a special event, full disclosure of the request to use the County park after closing must be included in the special event application and liability release.

Swimming and Fishing

(a) All swimming is at your own risk. No lifeguards are provided.

(b) Swimming is not permitted in ponds or streams when signs are posted.

(c) Fishing is not permitted in a park when signs are posted prohibiting fishing. Fishing must be in compliance with all applicable local and state laws.

Turf Grass and Field Use

(a) Hours of Play

Facility Reservation Agreement

(1) Unless waived by the Parks Director (or designee) each natural grass multi-use and soccer field is limited to twenty-four (24) hours of use during any Sunday through Saturday and each baseball and softball field is limited to thirty-six (36) hours of use during any Sunday through Saturday. This does not apply to synthetic fields which do not have a use capacity.

(2) Practice is not permitted on natural grass multi-use and soccer fields unless waived by the Parks Director (or designee). This does not apply to practice occurring prior to official games as part of a warmup process.

(b) Ground Conditions

(1) No athletic events are permitted on fields during rain or other inclement weather conditions.

(2) No athletic events are permitted on fields unless surfaces are sufficiently dry.

(c) On a rotating basis, fields are required to undergo a three-week (3) recovery period during each growing season. No play is permitted on fields during this time.

(d) Unless approved by the Parks Director (or designee), non-athletic events are not permitted on fields.

Vehicles and Trailers

(a) Motorized vehicles must remain on designated roadways and parking areas.

(b) Motor vehicles not licensed for street use are prohibited in any County park.

(c) Only two (2) motor vehicles are permitted per designated campsite.

(d) All motor vehicles and trailers must park in designated areas only and may not impede the flow of traffic.

(e) Motor vehicles operated on roadways inside parks must obey all posted speed limits, traffic signs or signals, other traffic control devices, and vehicle lighting requirements as if operated on a public roadway.

Watercraft, Boat Trailers, and Launching

(a) General Rules

(1) Only watercraft and boat trailers in compliance with all applicable local and state laws are permitted in parks.

(2) All launching and retrieval of watercraft must be done in a safe manner.

(3) All trailered or motorized watercraft must be launched at designated boat ramps or boat launch areas only.

(4) Watercraft are prohibited from mooring to park buoys.

(b) Standards of Conduct for Commercial Boat Operators

(1) All trailered or motorized watercraft must be launched at designated boat ramps or boat launch areas only.

(2) Trailers must remain attached to the towing units and can't be disconnected or left on parks property overnight.

(3) Only watercraft and boat trailers in compliance with all applicable local and state laws are permitted in parks.

(4) All launching and retrieval of watercraft must be done in a safe manner.

(5) All motor vehicles and trailers must be properly parked in designated parking spots when parked inside the park.

(6) When booths are operational, all permittees engaging in commercial boat operations must stop at the booth and declare entry before proceeding into the park. This does not apply to Mary Quinlan Park in which case vehicles must stop if park staff are present and requesting to verify permitting.

(7) No permittee shall use a County Park address as their business address.