



**Athletic Facility Reservation Application**  
14050 Heartside Place • Farmers Branch, Texas 75234 • 972.2474607  
Jessica Alvarado • 972.919.8765 • [jessica.alvarado@farmersbranchtx.gov](mailto:jessica.alvarado@farmersbranchtx.gov)

**RENTAL INFORMATION**

Field Rental	\$250/field/day resident \$300/field/day/non-resident
Refundable Deposit	\$200-\$500
Field Lighting	\$25/hour/field
Private Catering/Food Truck Fee	\$50/event \$200 deposit
Food Truck/Outside Concessionaire Commission	12% of net revenue for concession sales
Vendor Fee	\$25/day
Tournaments Additional Services/Field Prep	Contact Athletics Supervisor

Farmers Branch Parks and Recreation Department  
P.O. Box 819010  
Farmers Branch, TX 75381  
(972) 919-2620

**ADDITIONAL INFORMATION**

Rentals canceled for reasons other than inclement weather should be done at least 15 days in advance to receive a full refund.

Fields will not be reserved on dates that conflict with programs operated by Farmers Branch Parks and Recreation (FB PARD), City sponsored youth sports associations, City contracted vendors or on City of Farmers Branch holidays, unless authorized by the Athletics Supervisor. Fields will not be rented to users who offer programs, which directly compete with FB PARD programs. Fields will not be rented during maintenance periods, as established by FB PARD.

Rental Requests: Field reservation requests may be emailed to [jessica.alvarado@farmersbranchtx.gov](mailto:jessica.alvarado@farmersbranchtx.gov). All emails must include the field(s), date(s), time(s), and be listed in priority order. Reservations are not confirmed until a signed field agreement, Fees and deposit(s) have been received, and a reservation confirmation has been given to the Renter.

Weekday reservations may be scheduled between 6 a.m. – 10 p.m. Weekend reservations may be scheduled between 6 a.m. – 10 p.m., with the exception of tournament reservations, which must end by 11 p.m. unless authorized by the Athletics Supervisor.

If any changes need to be made to a Renter’s game schedule after the start of the season, a written request must be submitted. A minimum of two business days’ notice must be provided to the Athletics Supervisor for reschedules.

The athletic field condition hotline 972.919.1455 will be updated by 3:30 p.m. on weekdays, when conditions are questionable. If inclement weather arises after this time, it will be up to the Renter’s discretion for play, unless otherwise noted on the athletic field conditions hotline. No play is allowed on closed fields. A minimum of two business days’ notice must be given for rain out reschedules. Fields will not be prepared and lights not activated if notice is not given.

All parking must be done in the parking lots. Parking or driving inside the athletic complexes, or on grass areas, is prohibited, including tournament/league directors and vendors. All vendors with trailers must set up in the parking lot. Trailers are not permitted inside the athletic complexes, or on grass areas outside of the food truck parking area. Do not park next to the curbs entering the parks.. All vehicles are subject to ticketing and/or towing if parked in these no parking areas.

# RENTER INFORMATION FORM

*Office Use Only*

Lights  
Scheduled  
Policy Signed  
Copy of DL  
Emailed Robin  
Date: \_\_\_\_\_

ID# \_\_\_\_\_

Renter Name (Renter must remain on site during rental): \_\_\_\_\_

Organization Name \_\_\_\_\_ Street Address \_\_\_\_\_ Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-Mail \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Day of Event Phone \_\_\_\_\_

Date of Event \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Day of the week: Sun Mon Tue Wed Thu Fri Sat Sport \_\_\_\_\_ Adult \_\_\_\_\_ Youth \_\_\_\_\_

Start Time AM/PM \_\_\_\_\_ End Time AM/PM \_\_\_\_\_

Athletic Field Request(s) \_\_\_\_\_ Practice Game Tournament

**Special Considerations/Requests:**

Lights

Concessions

Other: \_\_\_\_\_

- **Lights are available at fields for an additional \$25 per hour per field.**
- **Renter may be responsible for providing equipment and or set up. Contact Athletics Supervisor to discuss details.**

=====

**Staff use only  
FEE TOTALS**

**Deposit** \$ \_\_\_\_\_ (keep on file)

# Days rented \_\_\_\_\_ X \$ \_\_\_\_\_ / Day \$ \_\_\_\_\_

# Lighting \_\_\_\_\_ X \$25 hr \$ \_\_\_\_\_

# Private Catering \_\_\_\_\_ X \$50 Event \$ \_\_\_\_\_

Additional Amenities w/fees involved-

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Grand Total (incl. deposit)** \$ \_\_\_\_\_

Date paid \_\_\_\_\_ cash check# \_\_\_\_\_ MC V D A

## **Athletic Facility Rental Rules and Regulations**

All athletic field use is subject to the following rules and regulations. Failure to adhere to these rules and regulations will result in the forfeiture of deposit and/or suspension of reservation privileges. All athletic fields, under the jurisdiction of the Farmers Branch Parks and Recreation Department, may be reserved on a space available basis. Please be aware and respectful of surrounding neighborhoods and control your noise accordingly.

1. **Rental fees are due at the time of reservation.** All organizations, including non-profit organizations, will be responsible for all rental fees.
2. Reservations will be accepted from adults only, 21 years and older.
3. **The use of loudspeakers, amplifiers, microphones, karaoke machines, radios and/or stereos is prohibited.**
4. The use of a bounce-house or other inflatable is prohibited except with written approval of the Farmers Branch Parks and Recreation Department. If such written permission is granted, insurance from the company must be provided listing the City of Farmers Branch as additional insured.
5. Driving on the grass or through the park is prohibited except with written approval of the Farmers Branch Parks and Recreation Director.
6. City Ordinance prohibits alcoholic beverages in any form.
7. Automobiles will be restricted to designated parking areas.
8. All fires must be maintained in grill receptacles.
9. Responsibility for damage to or maintenance of facilities growing out of usage beyond normal usual wear will be assumed by the individual, group, or organization.
10. The individual, group, or organization is responsible for returning the facility to the original condition following its use.
11. All paper and waste shall be deposited in proper receptacles in order to keep the facilities clean and neat.
12. User shall not be permitted to nail, tack, tape, screw or otherwise physically attach materials to any part of the park site.
13. The individual group, or organization will abide by all rules and regulations, both written and verbal, and will not hold the City of Farmers Branch liable for any injury sustained while using the facility.
14. If canceling a reservation for any reason other than inclement weather, the individual whose signature appears on the Park Facility Reservation Application must notify the Parks and Recreation Department at least 24 hours in advance for a full refund.
15. The person, whose signature appears on the Park Facility Reservation Application, is fully responsible for all participants using the facilities and must remain on site the entirety of the rental.
16. Facilities should be inspected by applicant prior to rental. Facility must be used "As is". No special facilities or services will be provided by the City to make the existing facility is usable for a special purpose.
17. A Parks and Recreation Department representative will check facility after each use and will determine the compliance of all rules and regulations.
18. User must have a copy of the approved Athletic Facility Reservation Application during rental, to verify reservation in case of conflicts.

\* **Park User's Initials** \_\_\_\_\_

# GENERAL STATEMENT OF UNDERSTANDING

City of Farmers Branch facilities are operated by the City of Farmers Branch, Texas, for the benefit of the general public. Permission for private use of City facilities is a privilege granted by the City of Farmers Branch. Because City facilities have been assembled, maintained and operated for the general public, it is necessary that certain rules and regulations be established to protect its best interest.

## HOLD HARMLESS AGREEMENT

**In consideration of the City of Farmers Branch, Texas, allowing me to rent room(s) in City facilities, I/we voluntarily assume all risk of loss, damage, or injury and agree to fully indemnify, release and hold harmless the City of Farmers Branch, Texas, and its officials, employees, and/or agents, jointly and/or severally, from every claim because of loss, damage, or injury of any kind because of such activity, resulting from the intentional or negligent act or omission of the undersigned, or any of the undersigned's officers, agents, representatives, partners, shareholders, employees, contractors, invitees, or guests, regardless of whether such loss, damage, or injury is caused by the negligence of the City of Farmers Branch, its officers, employees, agents, and/or contractors.**

Therefore, the following UNDERSTANDING must be agreed upon before permission to use the facility is granted. I have read the General Regulations, Reservation Policy & Procedures, General Statement of Understanding, and the Hold Harmless Agreement and I agree to abide by these conditions. Non-compliance may result in forfeiture of portions or entire deposit. Renter will be held responsible for damage and non-adherence to regulations.

In addition, I understand that the City of Farmers Branch is not responsible for any services not directly related to the City of Farmers Branch that may be used for my event (i.e.: business cards on site for event contacts).

---

Signature

Print Name

Date

## CHAPTER 50 OF THE FARMERS BRANCH CODE OF ORDINANCES

Chapter 50 PROHIBITS Possession/Consumption of alcoholic beverages or tobacco products on City property (inside and outside of facility) without a permit. If you or a member of your party is found in violation of Chapter 50 as it relates to alcoholic beverage and/or tobacco products the following can occur:

- You and your party will be asked to leave the premises immediately.
- You and each member of your party in violation of Chapter 50 (as if pertains to alcohol and tobacco products) may be cited/fined.
- You will forfeit the right to receive a refund of your security deposit.

**I have read and am in agreement with the above-mentioned policy and agreement.**

---

Signature

Print Name

Date