

CITY OF ROBINSON'S PEPLow PARK: FACILITY USE GUIDE 2014



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INTRODUCTION

The City of Robinson invites you to celebrate your next gathering at our beautiful Peplow Park, located at 201 Peplow Drive. This rental guide provides important information about the Park, reserving/renting facilities at the Park, available facilities and amenities, and Park rules.

PEPLOW PARK FACILITIES

The Peplow Park open-air shelters are available for rent through Robinson City Hall. Please note that your reservation covers only the sheltered area for your guests, as the park amenities are generally open for the general public's use. If the Pavilion or the Gazebo are not reserved, they are available to use free of charge on a first-come, first-served basis.

PAVILION

The 40'x80' covered, open-air pavilion is situated at the front of Peplow Park, near Peplow Drive and the public parking lot. Restrooms, running water, electricity, and a charcoal grill are all available features at the pavilion. There are 18 picnic tables located under the pavilion. This facility is available for reservation year-round, and can be rented hourly between 8 a.m. and 9 p.m. daily. Reservation requests are approved dependent upon availability of the facility.

GAZEBO

The 15-foot, octagon-shaped gazebo is situated toward the front of Peplow Park, between the pavilion and amphitheatre, along Peplow Drive. This is a stand-alone structure, without running water or electricity available. Chairs and/or tables are not provided. Those who reserve the space are welcome to bring tables and chairs.

AMPHITHEATRE

The 45'x50' covered, open-air amphitheatre is situated on the front corner of Peplow Park, near the Brookshire's parking lot and Peplow Drive. This is a stand-alone structure, without running water available. Electricity is available. Chairs and/or tables are not provided. Those who reserve the space are welcome to bring tables and chairs.

FACILITY RENTAL MAP

*Original rendering, June 2010.



FACILITY AMENITIES LIST

Peplow Park has the following amenities available:

- Baseball/Softball Practice Field
- Basketball Court
- Charcoal Grill
- Electrical Outlets
- Horseshoe Court
- Picnic Tables (18, under pavilion)
- Playground
- Restroom Facilities
- Running water
- Sand Volleyball Court
- Walking Paths/Trails

PARK FACILITY RENTAL FEES

PARK FACILITIES FEE CHART

FACILITY	COST
Pavilion <ul style="list-style-type: none"> • Available with two-hour minimum, 8 a.m. to 9 p.m. 	\$25/hour
Gazebo <ul style="list-style-type: none"> • Available, no minimum, 8 a.m. to 9 p.m. 	\$10/hour
Amphitheatre <ul style="list-style-type: none"> • Available with two-hour minimum, 8 a.m. to 9 p.m. 	\$50/hour
Use of park for large groups and/or charity walks/runs/rides <ul style="list-style-type: none"> • Groups using a substantial portion of park grounds or trail. Activities allowed only if not in conflict with recreation programs. 	\$200

DEPOSITS

A damage deposit must be paid at the time of the reservation. The damage deposit is \$50.00. If the facility is left in good shape the deposit will be refunded by mail within 30 days after the rental event. If the damage has to be repaired or clean-up is required, the first \$50.00 of such cost will be applied against the deposit. Partial refunds will not be made as the cost of any corrective action by the City is likely to meet or exceed the deposit.

OTHER CHARGES:

- Potential reimbursement to the City of Robinson for all such incurred costs due to damage caused by the rental of the facility.
- Failure to leave facilities at the designated time could result in additional charges.

FACILITY RESERVATION

A permit is required for all groups reserving a facility or part of a facility. A Facility Rental Application must be completed in order to obtain a permit. Reservations may not be made more than a year in advance of the rental date. Permits will only be issued to persons 21 and over. Payment can be made by cash, check (payable to the City of Robinson), MasterCard or Visa. A Facility Rental Application may be submitted during office hours, Monday-Friday from 8:30 a.m. to 5 p.m. at City Hall. Full payment is required at the time of reservation.

After reservation and payment, **you will receive a payment receipt that will serve as your permit.** Your receipt will state the hours of your reservation. Should members of the public be in a shelter during your reserved time, you can ask them to leave while showing your facility use permit. If they do not vacate the premises, contact the Robinson Police Department at (254) 662-0525.

Please plan time for set-up and clean-up within your reserved time and adhere to the hours of your reservation.

CANCELLATION POLICY

Renters will receive a full refund if the reservation is cancelled at least 7 days prior to the event. No refund will be issued if the reservation is cancelled within 7 days of the event. Exceptions include certain weather conditions: severe thunderstorms, and tornado watches or warnings as announced by the National Weather Service. If the renter has not rescheduled or cancelled their event and does not show up for the rental, the renter will forfeit their right to a refund. Damage Deposits will be refunded even if the cancellation is within 7 days of the event.

RESCHEDULING POLICY

To alter the beginning and/or ending time of the rental or make any other changes, the renter must bring their copy of the permit back in to Robinson City Hall to finalize the changes and pay any additional rental fees. A new permit will be issued to the renter.

RENTER'S RIGHTS AND PRIVILEGES

Groups with permits have the right to enjoy their site or facility for the time indicated on the permit; the park area does remain open to the public. Individuals or groups without permits must relinquish the area when proof of a valid permit is presented. If no permit for a site is presented, the facilities are available on a first-come, first serve basis. A permit does not provide for exclusive use of restrooms or any facility not covered by the permit.

If you experience a problem during your reservation, contact the Robinson Police Department by calling (254) 662-0525. In the event of an emergency or injury, call 911.

RENTER'S RESPONSIBILITY

The applicant needs to be in attendance at the event during the time specified on the permit and have

the permit in their possession. The renter assumes responsibility for all activities conducted, including but not limited to:

- Supervision and control to prevent injury or damage;
- Maintenance of the premises during the scheduled use;
- Cleaning of refuse and debris and disposing in trash receptacles; and
- Security to maintain order during and after the event.

Persons using the park will be held responsible for observing the City of Robinson Ordinances. Please share relevant park information with your guests prior to scheduled use.

All rental facilities are non-smoking.

PARK POLICIES

- Reasonable decorating of the pavilion/shelters for an event is allowed; however, all decorations including tape, string, tacks and signage must be removed at the conclusion of the event including clean-up of Piñatas and water balloons. The use of staples and nails is prohibited. Signage placed within a road right-of-way must be compliant with requirements of the City Ordinances.
- No confetti allowed at any facility.
- Use of tents or canopies will require prior approval and can be placed only in areas pre-designated by staff prior to the reservation so as to avoid underground utilities. The use of spikes or stakes is not allowed. Please use weighted buckets or bags.
- Volume of radios, music instruments or public address systems must be kept at a reasonable level.
- No glassware, no glass bottles, or any other type of glass product is allowed at any of the facilities.
- Air-filled jumpers will require prior approval, can be placed only in areas designated by staff, and must be secured with sand bags. The City does not have generators available. The renter must provide one if remote power is needed. If you intend to use such inflatables on park premises, either you or the vendor of the equipment must provide proof of insurance that would cover any accidents related to the inflatable's use.
- All groups wishing to use open space in addition to a shelter for a large group event must apply for a permit and pay a permit fee in advance of their event. This fee is in addition to the rental of the pavilion if the group will be using a substantial portion of the park grounds or trail. Activities will only be allowed if they are not in conflict with existing City programs/services. Payment of this additional fee does not entitle the group to exclusive use of the park.
- Alcohol is not permitted on park property due to its location in proximity to public schools.

GENERAL PERMIT CONDITIONS

- All permits are non-transferable.
- Reservations may not be sublet to a third party.
- Use is for permitted facility only. All special arrangements must be made at time of application.
- Vehicles must park in designated areas (no parking on grass). No motor vehicles in park area or under park shelters. All loading/unloading from vehicles must be done from street or parking area.
- The selling, or offering to sell, of any item whatsoever is prohibited unless the permit contains permission to sell clauses and procedures. Generally, vendor permits will only be issued for festivals or large events coordinated or approved by the City. The vendor permit fee will be set by the City Council for City Coordinated events. For other events, the fee per vendor shall be charged to the entity coordinating the event and shall be \$10.00 per vendor or 25% of the booth or space fee charged by the entity to vendors, whichever is greater.
- Groups must provide sufficient, competent adult supervision for the event. Person in charge of the event must be stated on the application, along with pertinent phone numbers. Failure to provide adequate supervision may result in expulsion from the park and ineligibility to rent in the future.
- The responsible person of the group holding the permit must have a copy of the permit in their possession while the event is taking place.
- Starting and finishing times listed on permit must be adhered to. Failure to leave at the designated time could result in additional charges.
- Failure to abide by the terms of the permit or any other applicable laws, rules, city ordinances or regulations may result in revocation of the permit, retention of all or a portion of the damage deposit, fines, civil liability, or criminal prosecution.

CONDITION OF PARK AND FACILITIES

The park and its facilities are not represented to be free of conditions that could cause injury and the right to use such recreational areas carries with it the responsibility for users to be safe and to monitor children. The park and its facilities are made available “AS IS” and “WITH ALL FAULTS.” If you notice any defect or condition that you believe is dangerous please notify the City as soon as possible.