



City of Fredericksburg  
Parks & Rec Dept.  
126 W. Main St.  
Fredericksburg, TX 78624  
(830) 997-7521

## Park Administrative Rules & Prohibited Practices

City of Fredericksburg  
Lady Bird Johnson Municipal Park  
432 Lady Bird Drive  
Fredericksburg, TX 78624  
(830) 997-4202

### ADMINISTRATIVE RULES:

1. **Security Deposits:** In order to receive a refund of your security deposit, the facility must be left in the same or better condition than it was found in. All decorations, equipment, and supplies must be removed. If parks staff must remove any décor, equipment or other items left by the responsible party, a \$50 per hour fee, per employee will be charged against the deposit.
2. The Responsible party must leave all facilities in a clean condition. All litter must be put in trash receptacles. If you leave items longer than your rental and we are unable to rent the facility to another customer, an additional reservation fee or fees will apply.
3. Any damages to the facilities (inside and out) are agreed to be paid for by Responsible party, even if in excess of the deposit.
4. Facilities are rented as-is. Customers should disclose the entire scope and nature of the proposed event. It is the responsibility of the customer/responsible party to submit any amendments and/or revisions to the original agreement in writing. Revisions are subject to the review of the Parks & Recreation Department (PARD).
5. **Security: reservations lasting past 10 p.m., with a DJ or live music, or which provide alcohol require the provision of licensed, bonded and commissioned private security at the Responsible party's expense.** The number of guards and their hours of duty will be determined by the PARD and the security company based on the type of event and numbers of attendees. The PARD will need to verify your security contact before your event permit is issued. All reservations with sound must follow the City's Sound Ordinance.
6. Vendors (rental companies, caterers, etc.) on City property shall provide the City a certificate of insurance evidencing coverage, per request of the PARD.
7. You may rearrange pavilion tables. Any picnic tables or park benches moved onto grass or turf must be moved back off the grass/turf as soon as possible. We ask that if you remove picnic tables from under a pavilion, those same tables are moved back under the pavilion once the reservation is over. Picnic tables will not be arranged by City staff.
8. All animals must be on a leash and not left unattended. Animal waste must be removed.
9. All requests for waiver of fees or any other exceptions must be approved by City Council.

### PROHIBITED PRACTICES:

1. No tape, staples, glitter, confetti, piñatas, or rice are to be used in pavilions, facilities or park areas.
2. No open fires are allowed, including sparklers or candles (battery operated candles are allowed). Elevated BBQ pits only.
3. No vandalizing, damaging, removing, or defacing of property or structures, including grass, plants and trees and nature features.
4. No hunting or releasing of any animals in any park or City property.
5. No indecent or abusive language, or any activity, which creates a public nuisance.
6. No grey/waste water or grease shall be dumped, dispersed or spilled on any park areas. Grease needs to be removed and properly disposed of off-site immediately following the event.
7. No moonwalks or inflatables allowed on Marktplatz unless permitted through a special event.

## LADY BIRD JOHNSON MUNICIPAL PARK; OPEN PAVILIONS #1 - #5

- Reservations:** Reservations can be made one year in advance. For exclusive and guaranteed use of the pavilion on the requested event date and time, a rental fee is required.
- Events over 300 people:** Reservations cannot be made online for events of 300 people or more; please call the Special Events Coordinator at (830) 990-2044 or email: [specialevents@fbgtx.org](mailto:specialevents@fbgtx.org)
- Rental fee:** All rental fees must be paid in full at time of reservation. NOTE: The pavilion rental time is per day. It is understood that your event may be shorter with no reduction in rental fee.
- Set-Up & Clean-Up:** Set-up and clean-up must take place on the same day, unless you reserve the pavilion for more than one day. All supplies & equipment must be picked up the same day as the event unless additional days are rented. All trash must be picked up each night.
- Repair/Clean-up Fee:** If the facility is left in a manor different than stated in an agreement, a charge of \$50 per hour per employee can be charged to the renter for the cleaning and repairs of the facility.
- Hours:** Daily from sunrise – 9:50 p.m. All persons must be out of the park before 10:00 p.m. No exceptions. The gate will be locked at that time. Any vehicle in the park will remain until the next morning at sunrise.
- Electricity:** Pavilion electricity is limited to 20 amps; the use of the lights and overuse of outlets for crockpots & roasters can cause breakers to trip. Please limit the use of small appliances to no more than two.
- Water:** No hoses, sprinklers, or any use of water beyond drinking is permitted at the park.
- Pavilion Lighting:** Each pavilion has a set of lights that can be turned on by a switch, if needed. Lights should be turned off at the end of reservation.
- Parking:** Parking only in designated areas. Operate motor vehicles only on roads and parking lots.
- Pets:** All pets must be on a leash. Removal of animal waste is required. Pets cannot be left unattended.
- Moonwalks & Inflatables:** A limit of two (2) moonwalks/inflatables are allowed; **no water slides or water components**
- Security:** **Events lasting past 10 pm, with a DJ or live music, or which provide alcohol require the provision of licensed, bonded and commissioned private security at the Responsible party's expense.** The number of guards and their hours of duty will be determined by the PARD and the security company based on the type of event and numbers of attendees. The Parks & Recreation Department will need to verify your security contact before your event permit is issued. All events with sound must follow the City's Sound Ordinance.
- Unavailable dates:** Thanksgiving Day, Christmas Eve & Day, Easter, and 4th of July, or on days with Special Events in the park.
- Cancellation Policy:** If renter cancels the event at least three (3) days prior to the scheduled event date, renter may choose from any available dates and times to reschedule the event. If notice of cancellation is received less than three (3) days prior to the event, the rental fee will not be refunded, nor will renter be allowed to reschedule. There are no refunds in the event of inclement weather.