



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; PIONEER PAVILION

- Reservations:** Reservations can be made one year in advance
- 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@fbqtx.org](mailto:specialevents@fbqtx.org)
- Capacity:** Gathering space for 500; added side tents can add capacity
- Rental fee:** Thursday-Sunday (4-day booking): \$625.00. The Pioneer Pavilion is available for additional add-on days for \$125/day but must be preapproved by Recreation Superintendent due 30 days prior to reservation dates.
- Security Deposit:** \$500.00 due at booking; the deposit is fully refundable after inspection of the facility by the Parks Department staff. Any damages to the pavilion, all properties inside and out, will be deducted from the deposit. If the facility is left in order, the deposit will be mailed to the address below within a month after the rental date.
- Set-Up & Clean Up** **Set-up** and clean-up must take place within the four day Pioneer reservation. The exterior grounds must be cleaned the night after the event. The interior building can be cleaned on the last day of your reservation. Set-up of tables and chairs is the responsibility of the renter. Customers can rent tables from an outside vendor; however, the delivery and pick-up dates of the equipment must be included and pre-approved with this agreement. Customer is responsible for the placement and arrangement of the rented equipment and should be present at the time of delivery and confirm that equipment will be removed the same day unless additional day or dates are reserved.
- Cleanup** is a responsibility of the renter. Trash must be bagged and placed in the inside & outside trash cans after the event, no litter inside or out, no food left, refrigerator and stove wiped, cooler cleared out, all decorations removed. Dumpsters are located behind the Pioneer Pavilion for reservations to utilize. Any unusual untidiness in the kitchen should be cleaned. Park maintenance is responsible for cleaning the Pioneer Pavilion floors but any cleaning out of the norm will be deducted from the deposit. In order to receive a refund of the security deposit, both the interior and exterior grounds must be clean.
- Prohibited Items:** No tape, tacks, nails, staples, glitter, confetti, piñatas, bird seed or rice is permitted at the pavilion inside or outside.
- 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:** Rental includes Thursday at 8 am through Sunday to 9:50 pm. Any additional days must be scheduled with the Parks office. All persons must be out of the park before 10:00 p.m. The gate will be locked at that time. Any vehicle in the park will remain until the next morning at sunrise. An extension past 10:00pm can occur with hired security only.
- Keys:** Keys may be picked up from the Parks office during regular hours: Monday to Friday 8AM to 5PM, Saturday 9AM to 10PM, or and Sunday 1PM to 5PM. The keys must be returned prior to leaving. There is a drop box available outside the Park Headquarters front door.

- Parking:** Parking only in designated areas, grass beside the facility is permitted. Operate motor vehicles only on roads and parking lots.
- Pets:** Pets are not allowed inside the Pioneer Pavilion.
- Security:** Events lasting past 10 pm will 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. A copy of the security contract must be submitted to the Parks Department 2 weeks prior to the event. Midnight curfew; no exceptions.
- Moonwalks & Inflatables:** A limit of two (2) moonwalks/inflatables are allowed; **no water slides or water components**
- Unavailable dates:** Thanksgiving and Christmas Day (Thanksgiving weekend is available Friday through Sunday at the full rate.)
- Cancellation Policy:** 30-days notice prior to the event must be given to receive 100% refund. No refund will be issued after 30 days.
- Amenities:**
- Comfortable seating for 300-400, 80 Tables, 700 Chairs (additional tables and chairs must be secured from an outside rental company and is the responsibility of the renter)
  - Tables are 8' x 2.5'
  - The setup of tables and chairs is the responsibility of the renter.
  - Large stage
  - Staging area for full-service banquet or buffet
  - Full-service kitchen, Full stove, refrigerator, microwave
  - Heated (No A/C) Fans are the responsibility of the renter.
  - Handicap accessible restrooms
  - Located near the swimming pool. Swimming Pool is not included with rental and hours vary during the summer if more than 25 guest wish to visit the pool, additional arrangements with the PARD staff must be made.
  - Live Oak Creek is across the park road