



Pasadena Parks & Recreation

City of Pasadena
3111 San Augustine Ave
Pasadena, Texas 77503

Open Park Space Permit Application Packet

The following page outlines the process to apply for an Open Park Space Permit with the City of Pasadena, Texas. The entire attached **application** and **checklist** must be completed to host an organized activity at a City of Pasadena Park. Follow the instructions below and submit all corresponding documentation. Incomplete applications or missing documentation may lead to delays in processing and/or possible denial of Open Park Space Permit Application.

Step 1 - Complete the Open Park Space Application.

Step 2 - Submit the completed Open Park Space Permit Application. Applications must be submitted at least 30 days in advance. Applications will be accepted up to 12 months in advance.

Application Packets can be submitted:

Via email: parks@pasadenatx.gov

In-person: 3111 San Augustine Ave. Pasadena, TX 77503 (Mon-Fri, 8a-5p)

Step 3 - Submit the completed checklist and applicable required documentation at least 14 days prior to first day of activity.

Following submission of the Open Park Space Permit Application Packet, the Parks and Recreation staff will review the application and communicate with the applicant if the Open Park Space Permit application is approved or denied. Please note that additional information may be requested, or meetings may be scheduled to discuss activity logistics before approval is given.

All fees are due at the time of application approval. Additional fees may apply. Reservations are on a first pay/first serve basis. Reservations will not be held without an approved application. Applications are not approved until applicant receives a signed approval, and permit, from the Parks and Recreation Department. Parks and Recreation reserves the right to cancel any activities/reservations due to incomplete applications or missing documentation.

NOTE: Applicant shall be required to provide and maintain policies of insurance by companies authorized to do business in the State of Texas. The applicant must provide a Certificate of Insurance naming the City of Pasadena as additional insured under the policies. Details surrounding the Certificate of Insurance can be found on the Open Park Space Permit Application.



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Open Park Space Permit Application Checklist

Checklist Due Date: ___ / ___ / ___

Open Park Space Permit Application Checklist: Initial each item below to confirm you have included the following documents with the Open Park Space Permit Application. This list is not all-encompassing, as each Open Park Space activity is unique and may bring additional information that will need to be collected where appropriate.

___ **Activity Site Plan** – Overall map of the reservation that indicates all location details. Accepted forms of site maps: drawings, screenshots, etc. Reach out to staff for additional questions.

___ **Certificate of Insurance and Waivers**– Details surrounding the Certificate of Insurance can be found on the Open Park Space Application; Reach out to staff for additional information

___ **Timeline** – In addition to the activity hours listed on the Application, a detailed schedule of the reservation from setup to teardown is required. Please list below the details of your activity:



City of Pasadena Parks and Recreation Department
 3111 San Augustine Ave., Pasadena, TX 77503



Open Park Space Permit Application

Applicant Information

First and Last Name: _____

Phone: _____ Email: _____

Address: _____

Event Information

Event Type: _____

Event Location:

Park: _____

Area of Park: _____
(attach a site map for your activity)

Expected Number of Participants / Attendees (each session): _____

Between what dates will you be holding your activity? (start date) ___ / ___ / ___
 (end date) ___ / ___ / ___

What day(s) and times will you hold your activity?

Day(s) (add check)	Sundays	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays
Time: (ex: 9-10am)							

Will a fee be charged for your activity? (circle) No Yes *If yes, how much? \$_____*



EXHIBIT A
City of Pasadena, Texas
Rules Regarding Commercial Use of Dedicated Parkland

Activity Session	Block of time permit holder is allotted to provide activity (2 hour maximum)						
Approved Equipment	<p>Applicant may not bring equipment to the parks that could damage the parkland, or facility, or pose a hazard to the general public. These items include, but are not limited to:</p> <ul style="list-style-type: none"> - Tractor tires - Vehicles on park property - Cables or Railroad Ties - Attaching equipment to trees, hand rails, or other fixed items <p>Applicants may not use picnic tables, benches, etc. as workout stations.</p>						
Impact on Public Use	Permit holders shall not interrupt existing use of an area by the general public and the public must always have access to park entrances. Blocking of public access is prohibited.						
Fee for Permit	Fee per trainer, instructor \$50 Base Permit Fee every 6 months						
Permit Credential	Permit holders are required to have with them the permit when conducting business on City property. City retains the right to request proof of permit by any City of Pasadena Employee.						
Requesting Age	Applicants must be 21+ years of age to apply for an Open Park Space Permit						
Enforcement	<p>Violations of this permit or City rules, may result in a revocation of the permit.</p> <table border="0"> <tr> <td>First Violation</td> <td>- warning will be given</td> </tr> <tr> <td>Second Violation</td> <td>- requires an in-person meeting</td> </tr> <tr> <td>Third Violation</td> <td>- permanent Removal of activity</td> </tr> </table>	First Violation	- warning will be given	Second Violation	- requires an in-person meeting	Third Violation	- permanent Removal of activity
First Violation	- warning will be given						
Second Violation	- requires an in-person meeting						
Third Violation	- permanent Removal of activity						

ACKNOWLEDGEMENTS

- Initial _____ I understand that in the case of an emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled activity prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary.
- Initial _____ I understand that this is only an application and not a guarantee that a permit will be issued. If a permit is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable City, County, State, or Federal rules, ordinances, codes or laws be violated, any reservations issued shall automatically become null and void and any activity associated with this application will immediately cease.
- Initial _____ I agree that I: (1) am financially responsible for any damages to City property resulting from or related to the permitted event and the costs related thereto; (2) forfeit all fees if it is determined that false information was provided on this application; (3) am financially responsible for any City costs that exceed fees already collected by the City for enforcement of provisions related to this application for reservation.
- Initial _____ I agree that I am responsible to see that all debris and trash is picked up from the activity site and placed in appropriate waste containers immediately after the activity. Failure to do so will result in City doing so at my expense. Any trash removal expenses (for debris left at activity site not placed in appropriate waste containers) incurred by the City because of this activity are my responsibility. I understand and agree that City will invoice me for the balance and said balance is due and payable in full within thirty (30) days of the invoice date.
- Initial _____ I understand that permission to hold this activity may not grant exclusive use of any park, unless otherwise noted.
- Initial _____ I understand that I am responsible for obtaining the necessary permits/approvals granted by agencies or City departments other than the Parks and Recreation Department that may be necessary to hold this activity. Permission granted by the Parks and Recreation Department to hold this activity does not imply approval of items falling under the authority of other City departments or other agencies' jurisdictions.
- Initial _____ I understand that the possession and consumption of alcohol is **NOT** permitted on any City property.
- Initial _____ I understand that I must provide insurance as outlined below:

The applicant shall supply a copy of insurance to the Parks and Recreation Department without any lapse in coverage. **The applicant must provide a Certificate of Insurance naming the City of Pasadena as additional insured under the policies.** Such insurance is described as follows: Risks and Limits of Liability.

The insurance, at a minimum, must include the following coverage and limits of liability:

	<u>Coverage</u>	<u>Limit of Liability</u>
(1) Commercial General Liability	Bodily Injury and Property Damage	\$1,000,000 Aggregate.

I AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF PASADENA, ITS ELECTED OFFICIALS, OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ANY AND ALL LIABILITY, CLAIMS, CAUSES OF ACTION, COSTS, FINES OR FEES, AND SUITS OF ANY KIND INCLUDING INJURY TO PERSONS OR PROPERTY, WHETHER TO MYSELF OR MY OFFICERS, AGENTS, EMPLOYEES, CONTRACTORS, INVITEES OR PARTICIPANTS ARISING FROM OR RELATED TO ANY ACTION OR ACTIVITY ENGAGED IN PURSUANT TO THE ISSUANCE OF THIS OPEN PARK SPACE PERMIT FROM THE CITY OF PASADENA PARKS AND RECREATION DEPARTMENT.

I hereby attest that to the best of my knowledge, the information contained in this application is true and correct. I have read the Park Rules that govern park rentals for the City of Pasadena. I understand that failure to abide by the same could result in denial of any future rentals.

Park Rules: <https://www.pasadenatx.gov/718/Park-Rules>

Printed Name of Applicant

Signature of Applicant

_____/_____/_____

**The City of Pasadena, Texas does not discriminate on the basis of race, color, national origin, sex, religion, age, or the handicapped status in employment or the provision of services. **

OFFICE USE ONLY

Date Received _____

Date Approved _____

Approved By _____

Approved Signature _____

Permit Number _____

Date Applicant was notified: _____ How Notified? _____ Who Notified Applicant? _____

Fees Due _____

Date Fees Paid: _____ Who Accepted Payment? _____