



Pavilion Rental Guidelines

Rental Procedure

- To rent an Outdoor Pavilion:
 - Review the Pavilion Rental Guidelines **in full**.
 - Call 972-462-5100 or email parks@coppelltx.gov to verify if the requested Pavilion/Date/Time is currently available.
 - Park Pavilions are advertised as available until the requested pavilion has an approved application and payment has been received. Rentals work on a first approved and paid bases.
 - Submit a **Pavilion Rental Application** through the [City Website](#), or in person at the Parks and Recreation Administrative Office on the Second Floor of the City of Coppel Town Center Building located at 255 E. Parkway Blvd., Coppel, TX, 75019.

Pavilion Rental Guidelines

- Pavilion Rentals are **only** permitted to Coppel Residents and Coppel-based Businesses with a minimum age requirement of twenty-one (21).
- Applicants **must** be present for the entirety of the permitted rental and have the approved permit on hand.
- Applications are accepted during regular business hours Monday-Friday 8:00AM-5:00PM.
- Pavilion rentals can be requested a minimum of seven (7) business days and a maximum of six (6) months prior to the requested rental date.
 - Pavilion rentals requesting *Special Activities* require a minimum of fourteen (14) business days prior to the requested rental date to process. This will ensure all needed permits, and Insurance Documents are approved prior to the requested rental date. A \$25 Administrative Processing Fee *may* apply.
 - Some *Special Activities* may require you to complete a [Community Special Event Application](#). These requests require a ninety (90) day minimum for approval and may be subject to Committee Review. Click to view the [Community Special Event Application Process](#).
- Pavilions can be booked for a minimum of four hours: 10:00AM-2:00PM or 3:00PM-7:00PM*.
 - The rental time includes set-up and clean-up. No additional time is allotted for these activities.
 - *For an additional fee, some pavilions allow for an additional hour after 7:00PM. See our [City Website](#) pavilion costs or call 972-462-5100 for more details.
- Pavilion rental requests **cannot** be held. The rental application **must be** approved and paid in full the day the reservation is requested to guarantee the requested pavilion/date/time is permitted.
 - If the rental request requires a [Special Use Permit](#) or [Community Special Event Permit](#), the request **cannot** be approved until all required documentation is on file with the City and applicable fees are paid.
- A pavilion rental request and submitted application **do not** guarantee an approved permit.
 - Please allow 24 Business Hours to process the **Pavilion Rental Application**.
 - A Parks and Recreation Representative will be in contact by phone or email once your application has been reviewed.
 - Additional information/documentation/fees may be requested/required.

The information contained in this document is subject to change with or without notice. The director of parks and recreation or a duly authorized representative has the right to refuse or deny any request for special permit for reasonable cause and location, use, traffic flow and safety will be considerations for approval of request. Further, the director of parks and recreation or a duly authorized representative has the right and obligation to cancel or suspend any such special permit previously issued if such cancellation or suspension is in the best interests of the citizens of Coppel and/or is necessary for the maintenance and control of facilities under the responsibility of the parks and recreation department.



- Pavilion rentals **do not** include exclusive use of park facilities. These facilities remain open to other park visitors.
 - The section of trail located in front of the Performance Pavilion at Andrew Brown Park East **must** remain accessible to the public throughout the duration of any rental. Renters nor their party shall gather or block this section of the trail at any time.
- Renter accepts pavilion “as-is” with respect to amenities and facilities, including available electricity and water services.
 - Electricity is **not** a guaranteed part of the rental agreement.
- Rentals shall be in compliance with Coppell, Texas, [Code of Ordinances, Chapter 9, Article 9-11 Parks and Recreation Code](#).
- Applicants requesting to have *Special Activities* at their event must receive prior approval through the Parks and Recreation Department and such approved special activities **must** be listed on the approved rental permit.
 - These *Special Activities* may require [additional permits](#) and submission of a [Certificate of Liability Insurance with Endorsement](#).
 - The City of Coppell Parks and Recreation Department **must** be listed as Additionally Insured for a minimum of \$1 million and an Endorsement Page naming the City of Coppell as Additionally Insured.
 - Blanket Endorsement Pages **will not** be accepted.
 - Please allow fourteen (14) business days to process applications with requests for *Special Activates*. This will ensure all needed permits, and Insurance Documents are approved prior to the requested reservation date.
 - In addition to the non-refundable \$25 Administrative Processing Fee, additional fees may apply.
- *Special Activities* include but are not limited to the following:
 - Food Trucks
 - Food Vendors
 - Vendors: Face Painters/Costumed Characters
 - Alcohol*
 - Power Generators
 - Tents
 - Electric/Propane Grills
- *Special Activities* that **will not** be permitted, include but are **not** limited to the following:
 - Bounce Houses/Inflatables of any kind
 - Laser tag, video game trailers, or any other rented games
 - Carousel pony rides, petting zoos, or any rented animals
 - Performers: Singers/Bands/DJ’s
 - Amplified Sound/Stages/Microphones/Speakers/Performance Equipment
 - Powder Canons/colored powder, paint, chalk, rice, glitter, confetti, pinatas
 - Charcoal Grills
- *Alcoholic beverages of any kind are **prohibited** within the city parks, unless otherwise permitted by the Coppell Parks and Recreation Department.
- Smoking or use of any tobacco product or use of e-cigarettes are **prohibited** within any city park.

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- Due to safety reasons, the shades at Old Town Pavilion can **only** be lowered by City Staff, with prior approval for an additional fee.
 - A request to lower the shades **must** be made when you fill out the **Pavilion Rental Application** for an additional fee which can be found on the [Outdoor Facilities](#) page listed under pavilion cost.
 - If such request is approved, all shades will be lowered during the **entire** rental and staff **will not** be available to raise them until the end of the permitted reservation.
- Any equipment and/or decorations brought into the pavilion by the renter **must** be removed at the end of the reservation. Nails, thumb tacks, etc. must not be used to attach decoration to walls or ceilings.
- Propane grills are permitted but **must** be placed a minimum of twenty-five (25”) feet away from any structure. Renter **must** clean up completely after use.
- The sale of items, or the execution of commerce is **not permitted** in any city park without written approval from the Parks and Recreation Department.
- At the conclusion of the rental, the pavilion **must** be left in a clean and orderly condition. Renter is responsible for any damage to the facility and/or equipment that results from the rental. Failure to pay fees for damaged property will result at minimum in the loss of future reservation privileges.

Penalty Information

Renter is responsible for any damage to the facility and/or equipment that results from the rental. Penalty for any of the bulleted items City satisfaction that the use did not result at minimum in the loss of future reservation privileges.

- Damage to City Property
- Additional Cleaning Service
- Theft of City Property/Equipment
- Misrepresentation by the renter as to the intent, type, or nature of activity
- Cancellation notice of less than 3 business days
- Use of facility beyond the authorized reservation time
- Noncompliance with Coppell, Texas, [Code of Ordinances, Chapter 9, Article 9-11 Parks and Recreation Code](#).

Cancellation/Refund Policy

- The City of Coppell Parks and Recreation Department reserves the right to terminate a rental during the activity if conditions so warrant.
- Individuals and businesses renting facilities must comply with all applicable city policies, ordinances, local and state laws. Failure to comply may result in future denial of any subsequent use of facilities.
- Pavilion rentals can be rescheduled, if canceled due to inclement weather.
 - Prior notice of 72 hours is required for a refund due to cancellation other than inclement weather.
 - Inclement weather does not include heat or heavy winds.

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Contact Information

The Parks and Recreation Offices are open during regular business hours Monday-Friday from 8:00AM-5:00PM. Outside of regular scheduled business hours, a Parks Operations team member can be reached at 214-687-1120. In case of emergency, please call the Coppel Police Department by dialing 911.

ADA Notice:

As a government entity, the City of Coppel strives to make available facilities open for public use in a manner consistent with Title II of the Americans with Disabilities Act (ADA) of 1990. We hope that as you utilize our facilities, you will find them accessible and efficient for your needs.

In compliance with the non-discrimination requirements of Title III of the ADA, a community group, non-profit entity, or private business must facilitate, at its sole expense, any disability-related request for reasonable accommodation, effective communication, or program modification that does not impose undue burden (significant difficulty or expense).

A government entity has no obligation to facilitate requests for reasonable accommodations connected to an event or activity sponsored or managed by a community group, non-profit entity, or private business that is making use of government-owned facilities.

If you have any questions or concerns in regard to the accessibility of any City facilities being utilized by a community group, non-profit entity, or private business, please notify the manager of that particular facility or Kori Allen, ADA & Capital Programs Coordinator, at 972-462-5148.

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