



**OFFICE OF SPECIAL EVENTS**  
200 South Lamar, Austin, Texas 78704  
(512)974-6797  
[reservations@austintexas.gov](mailto:reservations@austintexas.gov)  
<http://austintexas.gov/parkevents>

## RESERVATION GUIDELINES, PROCEDURES, POLICIES, RULES & PERMITS GUIDEBOOK

Thank you for considering an Austin park location for your event. The City of Austin’s Parks and Recreation Department (PAR) Office of Special Events coordinates reservations at designated facility and picnic sites within the City of Austin Parks System. **(NOTE: Reservations for Athletic Fields, Recreation and Activity Centers are made by contacting those facilities directly to obtain information about availability and rates.)**

### GUIDEBOOK TOPIC INDEX

*Navigate to topics using the topic index. In-depth information linked in applicable areas.*

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### ONLINE RESOURCES

[Park Event Website](#)  
[Picnic Sites Map with Images](#)  
[Event Facility Photo Gallery](#)

Contact Us - [reservations@austintexas.gov](mailto:reservations@austintexas.gov)

#### Online Calendar

- See dates labeled “**OPEN**”.
- **Event buildings/facilities:** select “browse facilities”, and then on the next page select “event facility” in the FEATURES box.
- **Picnic sites/shelters:** select “browse facilities”, and then on the next page select “picnic tables & pavilion”, or “picnic tables only” in the FEATURES.

## WHAT PERMIT or RESERVATION PROCESS DO I FOLLOW?

Three permitting pathways are provided on this page and the following 2 pages.

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### Park Recreational Use Reservation

Examples: office party, family birthday party, family reunion, wedding or similar rental.

**PROCESS:** Call to book available sites. 512-974-6797, Monday through Friday except City holidays.

**TIMING REQUIREMENTS:** Reservations begin: 10 months by [lottery form \(pdf\)](#), 6 months for call in reservations. See [reservation options](#).

**CUT OFF:** Reservation must be made & confirmed 14 days prior to event day based upon availability.

**Entirety of event must be contained to the rented park space and all the following are true:**

**Allowed:**

- ✓ Tents – up to two 10' x 10' pop-up canopies
- ✓ Food served (not sold)
- ✓ Permits available:
  - ✓ Alcohol Consumption (no sales)
  - ✓ Moonwalk Permits (where allowed)
  - ✓ Amplified Sound (where allowed)

**Prohibited:**

- ✗ Alcohol sales
- ✗ Food sales
- ✗ Structures, stages, etc
- ✗ NO Street or Right of Way Impact
- ✗ Petting zoos, water slides, glass, Styrofoam

## Park Only Event

**Examples:** Park event with food sales and NO alcohol sales.

**PROCESS:** Call to check availability, and then submit Special Request Form.

**TIMING REQUIREMENTS:** Minimum of 4-6 weeks prior to proposed event day. Timelines are highly affected by facility availability & existing permit workload. 2 or more months are strongly recommended.

**CUT OFF:** Reservation must be made & confirmed 14 days prior to event day based upon availability/permit demand workload.

**Entirety of event must be contained to the rented park space and all the following are true:**

**Allowed:**

- Food served/sold
- Tents – up to 400’ square (walls/no walls), and NOT within 20’ of a building/structure. No combination of tents 700’ square or more. All tents 12’ or more apart.
- Permits available:
  - Alcohol Consumption (no sales)
  - Moonwalk Permits (where allowed)
  - Amplified Sound (where allowed)

**Prohibited:**

- Exceeds 1,000 people
- Public alcohol service/sales
- Structures, stages, etc
- Street or Right of Way Impact
- Fencing, structures
- Tents – NO tents greater than 400’ square feet (walls/no walls). NO tents greater than 400’ square feet and within 20’ of a building/ structure. NO tents/combination of tents 700’ square feet or more.

# Park Special Event with Austin Center for Events

**Example:** Park event with food sales/service and alcohol service/sales.  
These are typically large festivals, fundraisers or similar.

**PROCESS: Call to check availability with PARD, then submit ACE Application.**

## **TIMING REQUIREMENTS:**

Application period begins:

- Returning event - 364 calendar days
- New event - 335 calendar days

**CUT OFF:** 30 days if 2499 or less people/day, or  
120 days if 2500+ people/day  
180 days if 2 or more city facilities, and includes streets/sidewalks/right of way or  
estimated \$100,000 city billable services

## **Event with one or more of the following:**

- EXCEEDS park space (impacts sidewalks, streets, etc.)
- More than 1,000 expected attendees
- Alcohol Sales, Public Alcohol Service
- Fencing
- Structures - Building Permits required for:
  - Structures/Platforms/Tents with uprights on a platform that are:
    - $\geq 120$  square feet, occupancy  $> 9$ , or elevated structure floor  $> 7'$  around perimeter height.
  - Bleachers/telescoping seating/grandstands
  - *Trailer based stages with a current valid license are exempt.*
- Tents - Greater than 400' square (walls/no walls), and/or within 20' of a building/structure. Combination of side by side tents 700' square or more. Air inflated structures greater than 100' square.
- Multiple Park Sites
- Street or Right of Way Impacts

## RESERVATION TIMING and LIMITS POLICY

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### PARK RECREATIONAL RESERVATIONS and PARK ONLY EVENTS TIMING

- **Applicable to:** **Park Recreational Reservations and Park Only Events**
- PARD is unable to accept reservations **less than 14 calendar days** from the desired event date.
- PARD may consider late requests in extenuating emergency circumstances such as a funeral or memorial service considered on a case by case basis.
- **Limit per site:** 1 reservation per site per day is allowed.
- **Holiday Policy:** On a limited number of Federal Holidays, Observances and dates the Parks and Recreation Department *does not accept reservations* due to heavy public use. During peak event seasons, the department may also limit the number of reservations in an area in order to maintain public access to parks in a concentrated area, or balance access within a specific park. [SEE observed holidays.](#)

### SPECIAL EVENTS TIMING

- [Reservation Timing and General Requirements](#)
- Special events are defined by City Ordinance as events over 1,000 people, operate under the Events Ordinance, Special Event Policy and PARD contract terms and requirements.
- **Talk to a PARD Event Coordinator prior to submitting any forms or applications.**
- **TIMING REQUIREMENTS:** Application period begins: 364 returning events, 335 new events.
- **CUT OFF:** 30 days - 6 months prior to event day depending on size/scope, availability and workload.

## RESERVATION PROCESSES POLICY for PICNIC SITES, SHELTERS and EVENT FACILITIES

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There are two (2) ways to request a reservation.

### 1. Early Reservation Lottery (10 months in advance).

- Lottery form entries are accepted ten (10) months prior to the requested month of interest.
- Forms must be received between the 1<sup>st</sup> and 20<sup>th</sup> day of the submittal month. Only 1 form per event/site will be accepted. Multiple submissions or “stuffing” will result in the removal of all suspected entries without notice.
- A random drawing is conducted from received entries by the end of the submittal month. Drawn entries receive a bill and use agreement by email.
- SEE [Reservation Period Reference Chart](#) (next page)
- **FORM REQUIRED:** [Early Reservation Lottery Request Form \(pdf\)](#).

### 2. General Booking Period (6 months in advance).

- First-come first-served basis six (6) months in advance of the requested date.
- Reservations may be made by phone or walk in. Please have alternate sites and dates in mind when you contact the PARD-Office of Special Events to make your reservation. [Online Calendar](#) – search “facilities” - look ONLY for dates labeled “**OPEN**”.

**NOTE:** Park Special Events with the Austin Center for Events (park festivals and major special events) are in majority governed by City Code established limits on an annual calendar schedule. There are limits per calendar year on the number of these events hosted on park sites designated for special events. [Review the “special events” section site information](#).

Vacancies at special events sites are filled by a competitive Request for Application process when available.

## RESERVATION PERIODS AT A GLANCE *by Month of Desired Reservation*

Search booking periods on this page by month of desired reservation. See the next page for booking periods based upon the current month.

### RESERVATION PERIODS by MONTH OF DESIRED RESERVATION

DESIRED RESERVATION MONTH ↓	LOTTERY BOOKING <i>Submit this <a href="#">lottery form</a> between the 1<sup>st</sup> and 20<sup>th</sup> day of ↓</i>	CALL TO BOOK ↓
January	March	<i>Call us starting in July</i>
February	April	<i>Call us starting in August</i>
March	May	<i>Call us starting in September</i>
April	June	<i>Call us starting in October</i>
May	July	<i>Call us starting in November</i>
June	August	<i>Call us starting in December</i>
July	September	<i>Call us starting in January</i>
August	October	<i>Call us starting in February</i>
September	November	<i>Call us starting in March</i>
October	December	<i>Call us starting in April</i>
November	January	<i>Call us starting in May</i>
December	February	<i>Call us starting in June</i>

#### **The Lottery –**

- Most commonly used to secure a location early for events such as weddings or anniversaries.
- NOTE – if the noted (10<sup>th</sup>) month has passed, you must wait until the call in booking period.

#### **Call in Bookings –**

- After the lottery, bookings are made by phone starting in the month indicated below.
- Start 6 months in advance.

[SEE observed holidays.](#)

**RESERVATION PERIODS AT A GLANCE**  
*See what's available based on the current month.*

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**RESERVATION PERIODS by  
CURRENT MONTH**

THIS MONTH IS ↓	LOTTERY FORMS ACCEPTED FOR ↓	CALL TO BOOK A DATE THROUGH THE END OF:
January	November Events <i>of the same year</i>	July <i>this year</i>
February	December Events <i>of the same year</i>	August <i>this year</i>
March	January Events <i>next year</i>	September <i>this year</i>
April	February Events <i>next year</i>	October <i>this year</i>
May	March Events <i>next year</i>	November <i>this year</i>
June	April Events <i>next year</i>	December <i>this year</i>
July	May Events <i>next year</i>	January <i>next year</i>
August	June Events <i>next year</i>	February <i>next year</i>
September	July Events <i>next year</i>	March <i>next year</i>
October	August Events <i>next year</i>	April <i>next year</i>
November	September Events <i>next year</i>	May <i>next year</i>
December	October Events <i>next year</i>	June <i>next year</i>
	<ul style="list-style-type: none"> <li>• <i>Most commonly used to book a location early for events such as weddings or anniversaries.</i></li> <li>• <i>Forms are due between the 1<sup>st</sup> and 20<sup>th</sup> of the submittal month.</i></li> <li>• <a href="#"><u><i>SUBMIT LOTTERY FORM (PDF)</i></u></a></li> </ul>	<b>Call To Book            512-974-6797</b>

[SEE observed holidays.](#)



## CONFIRMING RESERVATIONS POLICY:

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### CONFIRMING TENTATIVE RESERVATIONS:

- **TENTATIVE HOLDS:** Until all payments, processing and documents are submitted the reservation is considered to be in a **TENTATIVE HOLD** status.
  - Holds are in effect for **NO MORE THAN 14 calendar days**.
  - If a reservation is made 21-14 days in advance of the reservation date, then all payments, processing and documents must be expedited and are due within **7 days or less** in order to comply with regulation requiring CONFIRMED status of a reservation 14 days before the reservation date.
- **CONFIRMED RESERVATION:** All payments, processing and documents are required to be completed **no less than 14 days prior** to the reservation date, thus releasing the TENTATIVE HOLD status and moving the reservation to a **CONFIRMED** status.
- A reservation card will be placed at confirmed use sites the morning of the event.

## PAYMENT and PAYMENT DEADLINES POLICY:

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### PAYMENT TYPES ACCEPTED: ONLINE, CASH, CHECK OR MONEY ORDER

- **Anytime:** [Online \(payment guide PDF\)](#), Cash, or Money Order
- **14 or more days from the permit/use date:** Checks  
A service charge will be assessed for all returned checks.

### PAYMENT DEADLINES and NON-PAYMENT CANCELLATIONS:

- Payments are due no later than 14 days from the day the site(s) was first scheduled.
  - *If you book a site or facility today (for example), full payment is due within 14 days.*
- Payments are due IMMEDIATELY for bookings made at the 14-day cut off.
- **AUTOMATIC CANCELLATION:** If payment is NOT received within 14 days, the tentative reservation is **automatically cancelled without notice**. If a reservation has been cancelled for non-payment and is eligible/available for rebooking prior to the cut off period, immediate payment is required at the time of rebooking.
- Payments are required BEFORE permits are released.
- **NOTE:** Make sure to sign & email or enclose & mail the Signature Sheet with the payment.
- **NOTE:** If paying a fee **14 days or less** from the event date, then payment is accepted by **ONLINE PAYMENT or CASH ONLY**.

### PAYMENT METHODS FOR CHECKS, CASH, OR MONEY ORDERS:

1. In person: 8:30 a.m. – 4:30 p.m., Monday through Friday (excluding Holidays)
2. By mail to: Austin Parks and Recreation Department,  
ATTN: Office of Special Events,  
200 South Lamar, Austin, Texas, 78704.  
Please include the **name, date, and park** in the “note” line on check.

**DAMAGE DEPOSITS:** Deposits are refunded after parks staff have inspected the area reserved. Reservations that qualify for a full or partial deposit refund will receive a payment from the City of Austin within 4-6 weeks after the event. If the deposit does not cover the cost of damages, a bill will be issued for the remaining balance. Failure to pay additional costs within a 30-day period will result in the denial of future reservation requests and referral of account for legal collection. Leaving the property late, any glass found on site, and/or noise complaints are grounds for immediate loss of the full deposit.

## **CANCELLATION:**

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### **CANCELLATION– PICNIC SITES AND EVENT FACILITIES:**

- Cancellations received greater than 14 calendar days from the reservation date are fully refunded.
- Cancellations received less than 14 calendar days from the reservation date are subject to a charge of one-half (1/2) of the use fee.
- “No shows” do not receive a refund of fees.
- Cancellations due to rain out/weather will be fully refunded without penalty.

## **PUBLIC AND PRIVATE EVENTS DEFINED:**

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**PUBLIC EVENT:** An event is considered public if any of the following apply:

- there is NOT a finite and/or limited guest list;
- a person of the public may purchase or acquire a ticket for entrance or participation;
- a person of the public may attend the event; or
- is advertised by website, email, print, or radio media to the public.

**PRIVATE EVENT:** Events are considered private where a limited and finite count of guests is expected. *Examples would be weddings, birthday parties, or private receptions, which are NOT open to the public.*

## **INSURANCE:**

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Minimally, [Standard Insurance \(pdf\)](#) is required for all public events. Liquor liability is additionally required for all permitted public events with alcohol on site.

## PARK PERMITS or APPROVALS OVERVIEW:

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Permits are issued to and payable by the applicant or organization hosting the event.

### ALCOHOL CONSUMPTION APPROVAL

By City Code, the possession, sale and/or consumption of alcoholic beverages is prohibited without an approval. An approval may be granted with a confirmed (“paid”) reservation where allowed. A PARD event coordinator will assist during the booking process. **Glass and Styrofoam are ALWAYS prohibited.**

### ALCOHOL SALES PERMIT - PARD, Fee and State Issued TABC Permit

- **PERMIT APPLICATION ALERT – ADVANCED TIMING REQUIREMENT – 30 DAY CUT OFF – Applications may be submitted 335 days in advance for new/one-time events.**
- Any event requesting permission to sell alcohol, or that requires a [TABC permit](#). *(In general, alcohol is considered a “sale” if funds are required for purchase, alcohol comes with a ticket required for admission, or where the price of “attending” includes alcohol.)*
- **Fee: \$30 PARD review**
- Review the [Alcohol Permitting Process Overview - Checklist and Steps \(pdf\)](#).
  - Requirements at a Glance: Texas Alcoholic Beverage Commission Permit, Health Permit, [Insurance Certificate \(pdf\)](#) *(general, auto and liquor liability)*, Valid Sales and Tax ID, licensed peace officers must be hired for all event hours, and in a building or fenced park site with monitored event doors/gates.

### AMPLIFIED SOUND PERMITS

**Fee: \$20**

- Permits are ONLY issued to confirmed (paid) reservations for the **DIRECT RENTED SITE**.
- 10 a.m. – 10 p.m. maximum per park curfew. When allowed, all amplified sound requires a permit.
  - *Examples of amplified sound include boom boxes, DJs, bands, speakers connected to cell phones, etc. Sound permits are NOT issued for vehicles in parks.*
- **By City Code**, the parks sound ordinance is limited to 85 dB, as measured at the lesser of 100 feet, or the boundary of the park in front of the source.
- Sound is **NOT permitted** within 100 feet of residentially zoned property. **Restrictions** apply to sound between 100-600 feet of residential property: 8 p.m. limit Sunday through Thursday, and 10 p.m. limit Friday and Saturday.
- At all times possible, amplification devices/speakers should be oriented to direct sound away from adjacent reservations and area neighborhoods.

## **CRAWFISH BOIL APPROVAL BY THE PARKS DEPARTMENT**

### **FEE: \$100 DAMAGE DEPOSIT**

- PARD approval is required for all crawfish boils on park property.
- [Crawfish Boil Requirements \(pdf\)](#)

### **HEALTH PERMITS (FOOD PERMIT):**

Private uses (examples: family birthday parties/weddings) may bring their own food from home or have catered delivery of food and beverage if NONE of the items are served/sold to the public.

Any public event, OR any event providing or selling food or beverage that is open/cooked/open container/heat or cold sensitive food or drink must have a [Temporary Food Event Health Permit, Insurance](#), and must be approved by the Parks Department. Pre-packaged factory sealed items that are NOT heat or cold sensitive may not need a permit. *Having a health permit does NOT authorize vending in the park system. A park concession permit is also required by law.*

### **MOONWALK, INFLATABLES, AND ROCK WALL PERMITS POLICY**

#### **Fee: \$10/device, \$50 water for dunking booths**

- Permits for moonwalks, rock walls, and dunking booths are issued to **PAID** reservations at **ALLOWABLE SITES**. Please note your intent at the time the reservation is made.
- Companies must have on file or provide the City with required insurance and be inspected/certified by the State of Texas. Vending without a permit subjects user and/or company to suspension from permitting eligibility.
- *Miniature Trains, Petting Zoos, Carnival Rides, Water/splash slides, wish lanterns, water balloons, and balloon releases are NOT permitted at any time.*

### **PARK CONCESSION PERMITS:**

#### **Fee: \$50 per day (\$500/\$1500 for 6 month permits)**

Sales of food (with valid health permits) and/or merchandise may be allowed at approved (confirmed) reservations. All sellers must have a valid Texas Sales and Use Permit (tax id). Standalone concessions, or concessions outside or near an approved event where allowed must [apply for a permit](#).

## TENT GUIDELINES AND POLICY, AND FIRE CODE REQUIREMENTS:

- **TYPES AND SIZE LIMITS**
  - **Pop Up Canopies:** Up to 2 pop-up style tents are allowed directly at the RENTED site. NO cooking is allowed under pop-up style tents.
  - **Tents greater than 20'x20'** are generally **not allowed at picnic rental sites** unless extenuating circumstances exist. Event facility sites have restrictions per facility. Find information for each facility in the “facilities” section [online](#).
- **REQUIREMENTS FOR ALL TENTS ON PARKLAND**
  - Before confirming a tent rental or setup/delivery time is considered with a company contact and get approval from the Park Office of Special Events.
  - Water barrell or weights ONLY. Tents may ONLY set up during the rental period and must be installed and removed within the rental period.
- **APPROVAL/PERMITS**
  - **PARD ONLY APPROVAL** – Canopy ONLY tents up to 400 square feet (20'x20').
  - **PARD & AFD APPROVAL REQUIRED** - Tents greater than 400 square feet (walls/no walls). Combination of side by side tents 700' square or more.
    - Austin Fire Department (AFD) - 512-974-0180  
[AFDSpecialEvents@austintexas.gov](mailto:AFDSpecialEvents@austintexas.gov)
- Find tent information in the “policies” section [online](#).

## PROHIBITED ITEMS and ACTIVITIES POLICY

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- |                             |                    |
|-----------------------------|--------------------|
| × Balloon Releases          | × Miniature Trains |
| × Bubble Soccer             | × Petting Zoos     |
| × Carnival Rides            | × Smoking/Vaping   |
| × Confetti, Silly String    | × Styrofoam        |
| × Fireworks, Sparklers      | × Water Slides     |
| × Glass Containers/ Bottles | × Wish Lanterns    |

## SPECIAL REQUIREMENTS AND SPECIAL EVENTS

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**Public Events at Picnic Sites/Facilities/Parks, Events over 500 People, OR Special Events (1000+ persons)** may trigger additional permits or requirements.

Ask for “Additional Requirements” information for these events. All events **over 1000** are considered Special Events, and require a contract, considerable advance planning, and trigger additional requirements. Please contact the Office of Special Events to coordinate a meeting if your event is over 1000 persons.

**Special Requirements:** At ANY time, the Office of Special Events reserves the right to request additional requirements from the renter dependent upon place, time and manner of the event. Presenting the most detailed information on your event will ensure your event’s success.

## OVERVIEW of COMMON POLICIES and PARK RULES:

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The following policies, rules and permits apply to all properties. The property may be subject to additional restrictions and/or requirements which are noted in the informational packet for each property. *Please read this information carefully.*

**Event Organizer and Responsible Party:** The company/ organization, or person (for private party) booking the property is considered the event organizer and financially responsible party for the event. **A Resident:** Is anyone within the corporate city limits or who receives Austin Energy electrical services. **A Non-resident:** Is anyone not within the corporate city limits or who do not receive Austin Energy electrical services. **Commercial events:** Any event presented by a commercial entity to the public, which seeks to promote, advertise, introduce a product, corporation, company or other commercial entity to the general public or to a portion of the general public (non-private event).

**Bills** are issued to the event owner/company or host who is legally responsible for the event.

**Arrival and Departure Time Policy:** Use periods include both set up and take down/clean up time and are made for your arrival and departure time. Plan accordingly. Use beyond and/or requiring Parks staff having to remain on property past departure time will result in additional charges. **Most Reservation periods, unless otherwise noted, are limited to 10 a.m. - 10 p.m.**

**Curfew:** By City Code, park curfew is between **10 p.m. and 5 a.m.** daily, and is strictly enforced. Special permission must be requested in writing and granted by the Director in advance (14 days) to remain on site during park curfew hours. A special request form is available online to assist you with making curfew extension requests where need is clearly demonstrated. Find the form in the "forms" section online.

**Park Rules and Conduct:** The person or organization reserving City property IS responsible for the enforcement of the **Parks and Recreation Department Rules** and **City Code (City Code Chapter 8)** during the reservation, and in addition, is responsible for the **conduct and behavior** of their guests. Park Rules and Code may be found online: <http://www.austintexas.gov/>. Violation or disregard for Park Rules and policies may result in the following consequences: ineligibility to make future reservations, removal, fine, arrest or legal action, cancellation of reservation, and/or forfeiture of all fees and deposit

**Glass and Styrofoam Policy:** Glass and Styrofoam are NOT allowed in any City of Austin parks. In favor of our environment, use of paper, aluminum and other recyclable materials is encouraged.

**Clean Up and Recycling General Policy:** Grounds are required to be cleaned and returned to their original condition. Hard surfaces are required to be wiped and cleaned of loose materials which should be placed in trash receptacles (trash, litter, food waste, etc.). Failure to make any

attempt to clean up may result in denial of future reservations and/or loss of deposit. Recycling and use of recyclable materials are strongly encouraged. When recycling, remember that recyclable materials **MAY NOT** be cross contaminated with food products. Help support citywide greening efforts by dropping your event recycling into your household recycling bin.

**Damages, and/or Extra Time:** Damages to amenities, sprinkler and water lines, time and usage not approved or beyond the scheduled time of reservation, extra time taken to depart, or “out of the ordinary” maintenance required after the reservation is completed, will result in deductions from your deposit. If the deposit does not cover the cost, a bill will be issued for the balance.

**Parking and Parking Fees:** Parking is available at most sites on a first-come first-served basis. Fees for parking apply at some sites.

- Zilker Park, weekends March-September, and holidays, \$5/car.
- Emma Long and Walter Long, Monday - Thursday, \$5/car, Friday-Sunday AND HOLIDAYS, \$10/car.

**Water and Electricity Availability:** Where available, water and electricity will be made available if requested IN ADVANCE at the time of reservation. See site information packets for availability.

**Hike and Bike Trails Policy:** NO portion of the trail system may be blocked or used at any time for events.

**Barbequing/Grilling:** Fires may only be lit ONLY in a device provided for such activities. Portable camp stoves or portable barbecue grills of metal construction may be used in designated campsites or picnic areas AND shall always be attended by an adult until fully extinguished. All coals, ash and grilling related debris must be removed from the site by the renter/user at their own expense and may NOT be disposed of on park property. **Park Burning Restriction** may be enacted at any time due to existing drought conditions. During restrictions grilling is allowed by PROPANE ONLY at a reserved site.

**Public Notice Policy:** ANY event that receives a permit or permission to close or fence an area open to the public MUST post public notice signs a minimum of 14 days in advance of the event. At a minimum, signage should be produced in high contrast color with a plain font, and MUST contain, event name, event date, event start/stop time, and contact information.

**Holiday Policy:** There are a limited number of Federal Holidays and Observances on which the Parks and Recreation Department does not accept reservations due to heavy public use (“observed holidays”).

**Smoking (Code):** By City Code, smoking/vaping are NOT permitted in any City of Austin Buildings or parks.

## **OBSERVED HOLIDAYS POLICY – NO RESERVATION PERIODS:**

On a limited number of Federal Holidays, Observances and other dates, the Parks and Recreation Department does not coordinate reservations for picnic sites or facilities due to the high volume of public use. During peak event seasons, the department may also limit the number of reservations in an area in order to maintain public access to park in a concentrated area, or balance access within a specific park. **On these dates, all picnic sites are first-come first-served for shared picnic use. Facilities are NOT regularly reserved on these days.**

**ALERT:** On holiday weekends, **PERMITS CANNOT BE ISSUED** for moonwalks/rockwalls, or amplified sound (DJ's, bands, stereos).

*NOTE: In order to effectively manage the operations of the park system, the department may extend or alter the "length of observance" depending on operational needs.*

<b>Month</b>	<b>Holiday</b>	<b>Length of Observance *</b>	<b>Type of Holiday</b>
January	New Year's Day	New Year's Eve and New Year's Day	Federal Holiday City Holiday
January	MLK Day 3 <sup>rd</sup> Monday in January	Day Only	Federal Holiday City Holiday
February	President's Day 3 <sup>rd</sup> Monday in February	Day Only	Federal Holiday City Holiday
March / April	Easter weekend	Friday through Holiday	
May	Mother's Day Weekend 2 <sup>nd</sup> Sunday in May	Weekend of Holiday	
May	Memorial Day Weekend last Monday in May	Friday through Holiday	Federal Holiday City Holiday
June	Father's Day Weekend 3 <sup>rd</sup> Sunday in June	Weekend of Holiday	
July	Independence Day - July 4 <sup>th</sup>	Day Only May include weekend if day falls on Friday through Monday.	Federal Holiday City Holiday
September	Labor Day Weekend 1 <sup>st</sup> Monday in September	Friday through Holiday	Federal Holiday City Holiday
November	Veteran's Day	Day Only	City Holiday
November	Thanksgiving - 4 <sup>th</sup> Thursday in November	Day before holiday Friday through Sunday after	Federal Holiday City Holiday
December	Christmas Eve and Christmas Day 24 <sup>th</sup> and 25 <sup>th</sup> respectively	Holidays & Day before/after. May include weekend if dates fall on Friday or Monday.	Federal Holiday (25 <sup>th</sup> ) City Holidays



## DEFINITIONS

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**Confirmed Reservation:** Status designation when a user has paid all use, permit or similar fees prior to the first use day(s) in a reservation. Confirmed reservation status should be achieved no less than 14 calendar days prior to the actual use first day(s).

**Early Reservation Lottery:** Period where applicants may submit the required form for a reservation, and the process of PARD to bill those selected providing the applicant with a tentative reservation status.

**Event Facility:** A facility designated by PARD in a public recreation area that is primarily or substantially used by reservation. An event facility may commonly be secured unless reserved.

**Picnic Sites or Shelter (Designated Reservation Site):** A site, portion of a site, or shelter in a public recreation area designated by PARD for reservation (approval) by the public.

**Reservation:** Approval by PARD of a confirmed reservation with agreed upon arrival and departure time, and other required permit approvals for use of a site.

- Sites NOT identified for reservation may NOT be used for organized events without an approval to temporarily allow reservation of the site.

**Special Request:** Process and form required by PARD to obtain approval and reserve a non-designated picnic site or shelter or park.

**Tentative Hold:** The period defined by the calendar date a reservation inquiry was first made and 14 additional calendar days or until a reservation achieves “confirmed” status. The tentative hold period shall not be less than 14 calendar days from actual requested first day(s) of use. If a reservation is made 21-14 days prior to the actual first use day(s), the tentative hold period is reduced to 7 to zero tentative hold calendar day accordingly.

## VERSION INFORMATION/UPDATES

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Original 2008. Updates 2014, 2016, 2017, 2018, 2019, 2020.