



**PARK RENTAL – SPECIAL EVENT  
APPLICATION**

If you are uncertain whether your event is considered a Special Event, please contact the City Manager's office for further information and clarification.

Date \_\_\_\_\_

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Organization \_\_\_\_\_ Auth. Rep. \_\_\_\_\_

Please check one: ☐ Individual ☐ D/B/A ☐ Organization ☐ Partnership ☐ Corporation ☐ Profit ☐ Nonprofit

Address \_\_\_\_\_ Phone \_\_\_\_\_

Event title \_\_\_\_\_

Event location \_\_\_\_\_

Event Coordinator \_\_\_\_\_ Phone \_\_\_\_\_

On-Site Contact On Event Day \_\_\_\_\_ Phone \_\_\_\_\_

Event Start Date \_\_\_\_\_ Event End Date: \_\_\_\_\_

Event set-up time \_\_\_\_\_ Event teardown time \_\_\_\_\_

For each day of the week on which the event will be held, indicate the start and stop times below:

Event day

☐ Sunday Start time \_\_\_\_\_ Stop time \_\_\_\_\_

☐ Monday Start time \_\_\_\_\_ Stop time \_\_\_\_\_

☐ Tuesday Start time \_\_\_\_\_ Stop time \_\_\_\_\_

☐ Wednesday Start time \_\_\_\_\_ Stop time \_\_\_\_\_

☐ Thursday Start time \_\_\_\_\_ Stop time \_\_\_\_\_

☐ Friday Start time \_\_\_\_\_ Stop time \_\_\_\_\_

☐ Saturday Start time \_\_\_\_\_ Stop time \_\_\_\_\_

Number of persons expected \_\_\_\_\_

Number of animals \_\_\_\_\_ Types of animal(s) \_\_\_\_\_

Number of motorized vehicle \_\_\_\_\_ Number of inflatable(s) \_\_\_\_\_



Tents or Other Temporary Structures (Must meet City's Fire and Building Codes):

If you are planning to erect tents, canopies, seating, awnings, booths, first aid stations, portable restrooms or other temporary structures, please describe:

| Qty.  | Sizes | Types | Fire Retardant Letter                                    |
|-------|-------|-------|--|
| _____ | _____ | _____ | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| _____ | _____ | _____ | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| _____ | _____ | _____ | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| _____ | _____ | _____ | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Food or Beverages

If you are planning on serving or selling food or beverages, please attach copies of any licenses or permits issued by the appropriate agencies for such vendors. Such vending shall be in compliance with all state and local laws.

Amplified Sound

If you are planning to utilize any loudspeakers or other form of amplified sound, please indicate on the attached sketch or map the location and orientation of those systems. Speakers should not be positioned so as to adversely affect any adjacent residential area between the hours of 7:00 a.m. and 10:00 p.m.

Signage

If you are planning to use or allow signs at such event, please provide details of any planned signage:

\_\_\_\_\_

Disposal of Wastewater

Applicant shall submit a plan for disposal of any wastewater in connection with the Special Event and such plan must be approved by the Utilities Department.

Events Layout, Equipment & Parking Plan

Please attach a map or sketch of the Event indicating the following:

Events Layout, Equipment, Entrance(s), Exit(s), Plan of evacuation/proposed fire lanes, Amplified Sounds/Loudspeakers

Parking arrangements

Will parking spaces be utilized by this event? Yes ☐ No ☐

Number of parking spaces provided must accommodate projected attendees plus 10% surplus. Also, provide information concerning layout of parking, including aisle widths and size of proposed parking spaces.

Parking attendants? Yes ☐ No ☐ If yes, how many? \_\_\_\_\_

Will there be any offsite parking? Yes ☐ No ☐



If yes and parking is on private property, Applicant must submit a letter of permission from property owner.

How will attendees be transferred to the Special Event area and returned?

\_\_\_\_\_

Place a check next to the items that will be utilized, and indicate location on map or sketch.

☐ Tent(s) Size \_\_\_\_\_

☐ Portable Restrooms # Regular \_\_\_\_\_ Handicap \_\_\_\_\_ # Others \_\_\_\_\_

☐ Dumpster(s) Size \_\_\_\_\_

☐ Barricades Quantity \_\_\_\_\_ Size \_\_\_\_\_

☐ Hot Air Balloon(s)

| Qty.  | Supplier | Types | Fire Retardant Letter                                    |
|-------|----------|-------|--|
| _____ | _____    | _____ | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| _____ | _____    | _____ | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| _____ | _____    | _____ | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| _____ | _____    | _____ | Yes <input type="checkbox"/> No <input type="checkbox"/> |

☐ Amusement Rides or similar equipment (insurance required)

| Qty.  | Type  | Insurance provider |  |
|-------|-------|--------------------|--|
| _____ | _____ | _____              | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| _____ | _____ | _____              | Yes <input type="checkbox"/> No <input type="checkbox"/> |

☐ Alcoholic Beverages Giveaway \_\_\_\_\_ Selling \_\_\_\_\_ Type \_\_\_\_\_  
(e.g. beer, wine)

☐ First Aid Stations Quantity \_\_\_\_\_ Staffing \_\_\_\_\_

#### Other Permits & Fees

Please attach copies of any required insurance, surety bonds, permits or other documents as may be required per Manor Code of Ordinances.

Check all components that will be part of your event. Additional fees and other permits or reservations may be required.

- ☐ Animals ☐ Banners/Signs ☐ Park property ☐ Electricity ☐ Police Security  
☐ Barricades/traffic cones ☐ Alcohol Beverages (non-alcohol) ☐ Merchandise sales  
☐ Portable restrooms ☐ Special parking ☐ Food ☐ Liquid propane ☐ Bleachers/Seating ☐ Street Closures  
☐ Fencing ☐ Water hydrant- Temp. Meter ☐ Security, Crowd Control and Traffic Control



The Applicant may be required to provide police officers for security, crowd control, and traffic control at the Special Event. The total number of police officers working at the Special Event is determined by the Manor Police Department, and in some cases may use planning variables, including:

- (1) the estimated number of participants and spectators;
- (2) the availability of alcoholic beverages;
- (3) topography and size of the event location;
- (4) weather conditions;
- (5) the time of day during which the Special Event is conducted;
- (6) the need for street closures or rerouting of vehicular or pedestrian traffic; and,
- (7) the history of the particular Special Event.

#### Public Notification

If the City Manager requires it, the Applicant shall, at least thirty (30) days before the Special Event begins, deliver written notice to all owners or occupants of real property abutting the boundaries of the area in which the Special Event will be conducted. The notice must include the following information: (1) event date, time and location, and (2) statement that an Application for a Special Event Permit has been filed with the City of Manor

#### Insurance and Bonds

If a Special Event uses any portion of the City's rights-of-way, the Applicant shall provide a certificate of insurance to complies with the standards established by the City's risk manager.

#### INDEMNITY AGREEMENT

1) As a condition of a Special Event Permit being issued, the Applicant acknowledges that he/she has voluntarily applied for a Special Event permit that in consideration of the privileges associated therewith, Applicant agrees to PROTECT, INDEMNIFY and HOLD HARMLESS, the City, its officers, agents and employees, from and against suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses including attorney fees incidental to the defense of such suits, actions, claims, losses, damage or liability on account of injury, death or otherwise, to any person or damage to any property, arising from any negligent act, error or omission of the undersigned, its officers, employees or agents, arising out of, resulting from, or caused by any act occurring as a result of the exercise of the privileges granted by this permit.

**2) APPLICANT AGREES THAT THIS INDEMNITY AGREEMENT IS INTENDED TO BE AS BROAD AND INCLUSIVE AS IS PERMITTED BY THE LAWS OF THE STATE OF TEXAS, AND THAT IF ANY PORTION IS HELD INVALID, THEN IT IS AGREED THAT THE BALANCE SHALL, NOTWITHSTANDING, CONTINUE IN FULL LEGAL FORCE AND EFFECT.**

3) This indemnity agreement contains the entire agreement of the undersigned and the City of Manor and may not be modified or altered without the express written consent of the City of Manor.

4) This indemnity agreement is interpreted by Texas law and is performable for all purposes in the County of Travis, State of Texas, and STATE of Texas.



I do solemnly swear (or affirm) that all the answers given and statements made on this Application are full, TRUE and correct to the best of my knowledge and beliefs. I have been given a copy of the ordinance and have read the provisions contained therein and agree to abide by them.

Applicant: \_\_\_\_\_

\*\*\*\*\*

I hereby grant the Applicant and any affiliated organization permission to use my property in connection with the Special Event and as described herein.

Property Owner: \_\_\_\_\_

### **City Park Permit Fees**

- |  |   |
|--|---|
| <input type="checkbox"/> Up to 4 hours                 | \$ 50.00  |
| Maintenance Deposit                                    | \$ 25.00  |
| <input type="checkbox"/> 4 – 8 hours                   | \$ 75.00  |
| Maintenance Deposit                                    | \$ 50.00  |
| <input type="checkbox"/> Per Day                       | \$100.00  |
| Maintenance Deposit                                    | \$100.00 refunded minus City staff costs if required  |
| City Staff Maintenance                                 | \$20.00 per hour                                      |
| City Vehicle Use                                       | \$15.00 per hour                                      |
| Debris Removal   | \$20.00   |
| <input type="checkbox"/> Barricades set up & take down | \$75.00   |
| <input type="checkbox"/> Police Car Fee                | \$15.00 per hour (no minimum)                         |
| <input type="checkbox"/> Police Officer Fee            | \$45.00 to \$55.00 depending on contract 4 hr minimum |

### **Special Event** (use of right-of-ways or other city resources not covered under Park Use Fees)

- |  |         |
|--|---------|
| <input type="checkbox"/> First day           | \$50.00 |
| <input type="checkbox"/> Each additional day | \$25.00 |

ORDINANCE NO. 364

**AN ORDINANCE OF THE CITY OF MANOR TEXAS, ESTABLISHING DEFINITIONS; REGULATIONS APPLICABLE TO THE USE AND RESERVATION OF PARKS ; PROVIDING FOR THE ISSUANCE OF PERMITS AND PERMIT FEES; PROVIDING OPEN MEETING AND EFFECTIVE DATE CLAUSES; AND FOR RELATED MATTERS.**

**Whereas**, it is appropriate to establish rules and regulations regarding the occupancy and use of parks within the City of Manor, whether such parks are owned and operated by the City or by a home owner or property owners association; and

**Whereas**, it is necessary to protect the public's interest and investment in the parks and the improvements therein, and provide regulations that limit impacts on areas neighboring parks;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:**

**Section 1. Definitions.** When used in this ordinance the following words and terms shall have the meanings given in this Section.

- (a) **City Park** means a city owned tract of land that is five (5) acres, or more, in size, that is dedicated and maintained by the city as a public park.
- (b) **Event** means either a Small Event or a Special Event, or both, depending on the context within which the word is used.
- (c) **Neighborhood Park** means a city owned tract of land that is less than five (5) acres in size and that is dedicated and maintained by the city as a public park.
- (d) **Pocket Park** means a park that is owned and maintained by a homeowner or a property owners association that is not a part of the City public park system.
- (e) **Public Park** means any city owned tract of land that is that is dedicated and maintained by the city as a park, including City Parks and Neighborhood Parks.
- (f) **Person(s)** means any firm, corporation, partnership, individual human, or other legal entity.
- (g) **Small Event** means a City Park or Neighborhood Park use for a reserved

period of time when more than 10 but less than 50 people will be present, as authorized in Ordinance. Small Events may include: Birthday parties, weddings, anniversary celebrations and similar functions, inclusive of catering services, small amusements or activities subject to location and approval by the City Manager.

- (h) **Special Event** means a City Park use that is not eligible for a Small Event permit, or at which 50 or more people are expected to attend and/or the event is to exceed four (4) hours in duration. Special Events may include: art exhibits, dramatic performances, plays, motion pictures, radio or television broadcast, fair, circus, petting zoo, musical event, public gathering, assembly, parade, ceremony, party, sporting events, selling of or offer to solicit goods or merchandise, or distribution of printed or written matter in a park. A special event use may preclude others from using all or a portion of the park for a designated period of time. A Special Event Permit may be issued upon review and approval of the application and a payment of any applicable fee established by the City Council.

**Section 2. Public Park Hours.** Unless otherwise established by ordinance, a permit granted under this ordinance, a sign posted by the City at the park entrance stating the times when the public park is open to the public, or order issued by a public authority having jurisdiction:

- (a) City Parks shall be open to the public each day, between 6:00 a.m. and 10:00 p.m.
- (b) Neighborhood Parks shall be open to the public each day, between sunrise and sunset.
- (c) Pocket Parks shall be open during the hours, if any, established by the property owners or homeowners association that owns the park. In the event no hours are established by the HOA, the City will establish that the park is open from sunrise to sunset each day.
- (d) If the City posts a sign at the entrance of a public park stating different hours, either extending or limiting the hours the park is open to the public, the notice given on the sign shall govern and control.
- (e) The City may issue permits for events to be held in public parks and such permits may limit or extend the time in which the public park is open to the public during the period authorized by the permit.
- (f) It shall be unlawful to be and remain in a City Park or a Neighborhood Park during any time the park is not open to the public.

- (g) A curfew established by the City Council, or order of an authorized officer, or an official sign setting different hours for a specific park shall take precedence over any park hours established in this ordinance.

**Section 3. Prohibited Actions; Park Regulations.** Except when performed by or in the possession of a public employee or a contractor authorized by the City, acting within the course and scope of their duties, the following are prohibited in public parks:

- (a) Glass containers;
- (b) (i) Motor vehicles parked on grass or other landscaped areas; (ii) Motor vehicles parked along the right-of-way of a street located within the park unless the area is specifically designated for parking; and (iii) Motor vehicles parked anywhere in the park that is not designated as a public parking area;
- (c) Temporary shelters, canopies, amusements and other structures secured by ground stakes are prohibited in areas of the park that have an irrigation system;
- (d) Fireworks, other than pursuant to a permit issued in compliance with state law for an event, show or display approved by the City Manager;
- (e) Discharge of firearms, air guns, BB guns, paint-ball guns and devices that discharge or emit a solid projectile;
- (f) Scattering or disbursement of confetti, rice, wildflower or any other seeds or grain;
- (g) Deposit or disposal of cremation remains;
- (h) Deposit or disposal of any living or dead animal, trash, rubbish or garbage;
- (i) Fires except in barbeque pits installed as permanent fixtures in the park;
- (j) Camping, or any over night use; or
- (k) Destruction, damaging or removal of landscaping, whether natural or installed, flowers, plants, natural environmental features, or other improvements.

The Park Rules attached hereto as Exhibit "A" and incorporated herein for all purposes are hereby adopted as the rules, regulations, and policies of the City governing the use of Public Parks.

**Section 4. Small Events and Permits.** (a) The City Manager, and his/her designee, may issue permits authorizing a Small Event in a City or Neighborhood Park pursuant to this Ordinance.

- (i) The permit shall establish the date, hours, public park and location within the public park for which the permit is issued;
- (ii) A permit fee may be charged in such amount as is authorized by the City Council;
- (iii) A deposit may be charged to secure clean-up and debris removal, which deposit will be refunded if all the debris, etc. are removed by the permittee;
- (iv) If a deposit is not made, or if the amount of the deposit is inadequate, the time, or additional time, required by the City to clean and maintain the park, or



- otherwise remove debris remaining after the event, will be charged at \$20.00/hour;
- (v) Any charges becoming due and payable under (iv) above shall be the responsibility of the person receiving the permit for the event;
  - (vi) All materials, equipment left after the reservation expiration will be considered debris and be removed by the City; provided materials and equipment will be held by the city for three (3) days and may be returned to the owner upon payment of any fees payable to the City pursuant to (iv) above;
  - (vii) The rules and regulations provided in Section 3 above shall be in full force and effect, unless specifically permitted otherwise in writing in the permit;
  - (viii) Trash receptacles located in Public Parks are not to be used for events, unless collected by the permittee and the refuse lawfully disposed of off-site by the permittee; provided that permittee shall be permitted to make special arrangements for trash disposal;
  - (ix) Trash and refuse clean-up shall be assessed as provided in (iv) above, plus off-site disposal costs, if the permittee does not comply with (viii) above;
  - (x) The permit issued may, by specific provision only, extend for a reasonable period of time beyond the hours the park is open to the public;
  - (xi) A permit may be issued for a Small Event in a City Park when 10 but less than 50 people participate and the reservation is for four (4) hours or less; and
  - (xii) Small Events may preclude others from using a particular area of the park for a designated period of time, and are subject to first come first served basis. Requests for reservations must be submitted at least 10 days in advance of reservation time, and simultaneous Small Events shall not occupy more than fifty percent (50%) of the overall park area.

#### **Section 5. Special Events and Permits.**

- (a) The City Manager may in his/her discretion issue a permit authorizing a Special Event in a City Park.
- (b) Section 4(i) – (x) will apply to Special Events.
- (c) Alcohol sales must be specifically authorized by the City Manager, and have a TABC Permit.
- (d) No heavy equipment may be brought into the park such as trailers for barbeque pits, dunking booths, carnival rides, food stands etc., except as specifically authorized by the City Manager in areas that are specifically identified for these uses.
- (e) Signage advertising the event shall only be allowed upon issuance of a Temporary or Special Use Sign Permit and may only be displayed during the event, not placed on any city sign, fence, building or other city maintained appurtenance and removed immediately at the conclusion of the event.

**Section 6. Permit Applications.** (a) Applications for Small Events shall be filed not less than ten (10) days, and not more than 365 days, in advance of the requested permit date. The application shall include the following information:

- (i) Name or persons or organization for which the park is being reserved;
  - (ii) Address, phone number, contact person and email address (if available), for organization or event coordinator;
  - (iii) Name of park, and area of park, to be reserved;
  - (iv) Nature of use or activity for which permit is sought; and
  - (v) Date(s), hours of reservations requested.
- (b) Applications for Special Events shall be filed not less than thirty (30) days, and not more than 365 days, in advance of the requested permit date. The application shall include the following information, with any request for waiver due to projected attendance:
- (i) Name or persons or organization for which the park is being reserved;
  - (ii) Address, phone number, contact person, and email address (if available), for organization or event coordinator;
  - (iii) Name of park, and area of park, to be reserved;
  - (iv) Nature of use or activity for which permit is sought;
  - (v) Date(s), Hours of reservations;
  - (vi) Number of persons expected to participate in the event;
  - (vii) Estimated parking needs, copies of accommodation and agreements for parking on adjacent properties; provided that parking spaces on adjacent properties must be paved and normally used for parking; and on street parking can be calculated when rights-of-way are of sufficient width to allow uninterrupted normal traffic flow;
  - (viii) Restroom facilities, drinking fountains (handicap accessible) or other ways of providing water for participants free of charge to accommodate expected number of participants;
  - (ix) First aid station, accepted by Fire Official and or Police Department;
  - (x) If applicable, a request for the sale of alcohol at the event, and a copy of the TABC permit upon request by the City Manager;
  - (xi) If applicable, a request that heavy equipment (such as trailers for barbeque pits, dunking booths, carnival rides, food stands etc.) may be brought into the park, and the proposed location for the equipment;
  - (xii) If applicable, a request for a Temporary or Special Use Sign Permit, to allow signage advertising the event shall only be allowed upon issuance of a Temporary or Special Use Sign Permit;
  - (xiii) Provisions for buffering adjacent residential areas from live bands, public address systems or other amplified sound, portable stages, noise, lighting, or other public nuisance; and
  - (xiv) Certificates of insurance for vendors or other for profit enterprises.
- (c) Reservation hours must include set up and take down of any tents, amusements, picnic, booths or other event related improvements. No set up or take down shall occur prior to reservation. Special Event permits shall not

be issued to one entity, person or organization more than twice annually. Special Event reservations may not exceed one per month for each City Park.

**Section 7. Permit Issuance.** (a) The permits authorized by this Ordinance shall be issued on a non-discriminatory basis; provided that the City shall consider the likely impact of the events, and the impact of prior events in a specific public park, on adjacent residential areas, traffic, schools and the general business and operation of the City and neighboring businesses.

(b) Notwithstanding the foregoing, an Event Permit shall not be issued if:

(i) the proposed activity will unreasonably interfere with or detract from the general public use and enjoyment of the park or a residential area;

(ii) the proposed activity will unreasonably interfere with or detract from the public health, safety, or welfare;

(iii) the conduct of the event or use is reasonably likely to result in or create a danger of violence resulting harm to the public or damage to property; or

(iv) the park or park facilities desired have already been reserved for another activity on the day and at the time requested in the application.

## **Section 8. Enforcement.**

(a) **Penalty.** Any person who shall violate any of the provisions of this Ordinance, or shall fail to comply therewith, or with any of the requirements thereof, within the City limits shall be deemed guilty of an offense and shall be liable for a fine not to exceed the sum of five hundred dollars (\$500.00). Each day the violation exists shall constitute a separate offense. Such penalty shall be in addition to all the other remedies provided herein

(b) **Administrative Action.** The City Manager shall enforce this Ordinance by appropriate administrative action, including but not limited to the issuance and rejection of permit applications as required or advisable. If any person is convicted of, or consents to a settlement finding such person intentionally damaged a Public Park or any equipment or facility therein, such person shall, for a period of three (3) years thereafter, be ineligible to receive a permit under this Ordinance, and/or, if given notice in writing by the City, to go onto or into any public park of the City.

(c) **Court Proceedings.** Upon the request by, or direction from, the City Manager, or his/her designee, the City will initiate prosecution for intentional park damage, and the City Attorney will be authorized and directed to file claims or

suit and seek recovery for either or both intentional or accidental damage to a park or any improvement or facility located within the park.

**Section 9. Severability.** Should any section or part of this ordinance be held unconstitutional, illegal, or invalid, or the application to any person or circumstance for any reasons thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this ordinance are declared to be severable.

**Section 10. Open Meetings.** It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapt. 551, Tex. Gov't. Code*.


**Section 11. Effective Date.** This ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Tex. Loc. Gov't. Code and the City Charter, and it is accordingly so ordained.

**PASSED AND APPROVED** on this the 20<sup>th</sup> day of May, 2009.

ATTEST:

**THE CITY OF MANOR, TEXAS**

  
\_\_\_\_\_  
Dustin Haisler, City Secretary

  
\_\_\_\_\_  
Joe Sanchez, Mayor

## **Exhibit "A"**

### **CITY OF MANOR PARKS AND RECREATION**

#### **Park Rules**

Purpose; these rules are established as written guidelines for the use of City of Manor parks, wildlife preserves, open spaces and recreational facilities. These rules are intended to secure and preserve the fullest enjoyment of parks and recreational facilities to a wide range of park patrons. Failure to abide by these rules shall be cause for removal. The commission of offenses under local ordinances or state laws shall be cause for an arrest.

#### **DEFINITIONS**

City Park or Park - means City Park, Neighborhood Park, Pocket Park, wildlife preserve, open space or recreational facility.

City Manager – means City Manager or his/her designees

#### **USE OF PARK FACILITIES**

Park facilities generally are available for public use on a first-come first served basis except for areas that require entrance or other fees, or that have previously been reserved.

Entrance or Use Fees – Patrons shall not enter or use any park for which an entrance or use fee has been established, unless each person has first paid the fee or is otherwise authorized to enter. Entrance permits or passes shall be displayed to gate or entrance attendants on request.

Reservation Fees – patrons shall not use or occupy a facility or area for which a reservation fee has been paid, when such use conflicts with the use by persons holding the reservation. Reservations shall be made in accordance with the City of Manor policies and ordinances. Confirmation of the reservation shall be displayed on request to City employees charged with supervision or patrolling of parks.

#### **OCCUPANCY LIMITS**

The City of Manor may establish and post maximum occupancies for any park area.

Patrons shall not enter into or remain in an area of facility for which an occupancy limit has been established when such action will have the effect of exceeding the established occupancy limits.

Where the occupancy of a city park is expected to exceed 40 patrons, the park must have permanent restroom facilities or have temporary facilities which are handicap accessible provided by the persons or organization to which the permit has been issued.

#### **ASSEMBLY**

Organizers or groups intending to conduct assemblies or public demonstrations on parkland must

obtain a Special Event Permit if the expected crowd will exceed 49 persons. Assemblies or public demonstrations are permissible except where such an activity will disrupt or interfere with scheduled events, or prevent or be inconsistent with the intended use of park facilities at the proposed site of assembly.

### **CLOSED AREAS**

The City Manager or his designee may close park areas to public entry or otherwise restrict use until such time as the area of facility can be made available for public use.

Except in emergency circumstances, notices of closure shall be posted and patrons shall not enter closed or restricted areas.

Patrons shall not enter areas closed due to flooding or which are areas that are the subject to a flood ban.

### **DISRUPTIVE BEHAVIOR AND EJECTION FROM PARK, WILDLIFE, OPEN SPACE OR OTHER PUBLIC FACILITIES**

Under circumstances where a patron's conduct is unlawful, or poses an imminent threat of injury or prevents the public enjoyment of the park, City employees or City of Manor Police officers may eject such patrons by any reasonable and lawful means, including arrest.

### **VENDING**

Persons shall not conduct the commercial sale or offer to sell any goods, wares, drinks, food or items nor render or offer to render any service for hire, at any park, except as authorized by contract, or permit properly issued by the City of Manor.

### **METAL DETECTORS**

The use of metal detectors in City parks without a permit is prohibited.

### **ABANDONED OR UNATTENDED PROPERTY**

No person shall abandon a vehicle or other personal property at any park. Abandoned property shall be removed, impounded, and sold in conformance with City ordinances or state laws as may be determined by the City.

No person shall leave a vehicle or boat or other property unattended at any park.

### **PEACE AND QUIET**

Patrons shall preserve the peace and quiet enjoyment of the parks by observing all ordinances and state laws governing noise amplified sound.

Patrons shall not use offensive language, make unreasonable noise, discharge weapons or fireworks, or engage in offensive gestures or conduct constituting disorderly conduct under state laws (Texas Penal Code 42.01).



Patrons shall not operate noise-making devices in violation of local ordinances prohibiting unreasonable noise except as may be authorized by the City Council of the City of Manor.

Patrons shall observe and comply with noise restrictions that may be posted at individual parks.

### **WEAPONS AND FIREARMS**

The use of firearms, air guns, pellet or B.B. guns, bows, and arrows or projectile devices capable of inflicting personal injury is prohibited unless conducted under permit or in an authorized park.

No patron may display a firearm or other weapons at any park in a manner calculated to alarm or threaten anyone.

### **PLANT LIFE**

Patrons shall not willfully mutilate, injure, destroy or remove any live tree, shrub, vine, wildflower, grass, sedge, fern, moss, lichen, fungus or any other member of the plant kingdom or portion thereof, except upon approval by the City of Manor. No person shall collect or harvest dead wood or plants, or portions thereof, except upon written approval.

### **NATURAL RESOURCES**

All sites, objects, buildings, artifacts, implements, and locations of historical, archaeological, geologic, scientific or educational interest or every character located in, on, or under the surface of any park are protected.

No person may remove, excavate, take, dig into, or destroy any site, object, building, artifact, implement or location of archaeological, geological, scientific, or historical interest without having permits as required by the State of Texas Natural Resources Codes, and without having permission of the City of Manor.

### **ANIMALS**

Persons bringing pets or other animals into a park shall keep them under confinement or direct control. All animal waste must be removed by the person responsible for the pet. Leads or leashes used to control animals shall not be more than 6 feet long. Dogs may be allowed without a leash in designated areas, provided that each dog remains under immediate personal supervision and command.

Patrons shall not permit a pet or other animal to remain unattended or create a disturbance or hazard.

No person shall permit a pet animal in the water of a swimming pool or designated swim area, and no person shall permit a pet animal, except for an animal trained in assisting handicapped or disabled persons, within the land area adjacent to the water of a swimming pool or designated swimming area.

Patrons shall not bring into or permit to range at any park domestic fowl, horse, swine, sheep, goat, or other livestock except upon approval by the City of Manor.

designated and posted by the City of Manor and except as authorized under contract, approved reservation or permit issued by the City of Manor.

No person may ride a horse in a manner that is dangerous to any person or animal at any park.

Patrons shall not hitch a saddle horse to a tree, shrub or structure in any manner that may cause damages.

Except for an animal trained to assist the disabled, pets and animals shall not be brought into designated wildlife preserves. Trained animals utilized by employees and agents of the City of Manor in reasonable discharge of their duties are permitted.

### **FIRES, SMOKING, FIREWOOD OR FIREWORKS**

No person may light, build or maintain a fire in any of the City of Manor parks, except in a facility or device provided, maintained or designated for such purposes, or as authorized by the City of Manor.

Portable camp stoves or portable barbecue grills of metal construction may be used in designated picnic areas only.

Fires shall be allowed only in approved locations and under such conditions as may be prescribed by the City Manager. Fires shall be attended at all times by an adult until fully extinguished.

During periods of extreme fire hazard the City Manager may prohibit or restrict fires and smoking in designated areas.

No person may cut, gather or collect wood or other combustible material at any City of Manor park for use as firewood or fuel, except for material designated for this purpose by the City of Manor.

The possession or use of any kind of firework, except by permit is prohibited in all parks.

### **CAMPING AND OVERNIGHT USE**

No person may camp at any City of Manor park except as authorized by permit and only in areas designated or marked for that purpose. Camping is defined as:

Occupying a designated camping facility

Erecting a tent or arranging bedding, or both for the purpose of, or in such a manner as will permit, remaining overnight.

Use of a trailer, camper or other vehicle for the purpose of sleeping overnight.

Persons under the age of 18 years authorized to be in a park facility between the hours of 10:00PM and 5:00AM shall be accompanied or supervised by an adult. The ratio of adults to minors shall not be less than one adult for every eight minors.

### **MOTOR VEHICLES**



No person may operate a motor vehicle at any park except upon roads, driveways, parking areas and areas designated open to motor vehicles except as authorized by the City of Manor.

## **PARKING**

No person shall park a motor vehicle on parkland except in designated areas or within twelve (12) feet of a public road, if not otherwise prohibited.

No person may park, store, or leave a vehicle or trailer in areas posted "restricted" or with "no parking signs."

A vehicle or trailer parked in such a manner to create a hazardous or unsafe condition may be impounded, consistent with City Ordinance or State Law.

## **TRAIL USE**

No person may operate or use a motor vehicle, including a motorcycle, motorbike, mini-bike or a bicycle on a trail or path not designated for the use of such vehicles.

On the Hike and Bike trails, bicyclists shall yield to joggers and walkers.

Trail users on the Hike and Bike trails should not be more than two abreast when this action will impede other traffic on the trail. Trail users should leave ample room on the trail for other users to pass safely.

Bicyclists should maintain bicycles in good condition and operate them in a safe, manner at a prudent speed. All bicycles shall be equipped with properly functioning brakes.

Unless otherwise posted, all portions of a Hike and Bike trail are designated as Bicycle Speed Zones. Bicyclists shall not travel faster than ten (10) Miles Per Hour.

## **ADHERENCE TO PARK SIGNS**

All persons shall comply with the signs and markers installed by the City of Manor.

## **ALCOHOL**

Unless authorized by the City Council, the sale, possession, possession with intent to sell, or the consumption of alcoholic beverages is prohibited in the park.

## **GLASS CONTAINERS**

Glass containers are prohibited:

Within enclosed areas of swimming or wading pools;

In recreation centers and adjacent grounds;

Within the playing boundaries of athletic fields;

In athletic fields;

In those areas designated by the City Manager; and

On any lake, river, stream, shoreline, or pond.

## **PERFORMING ARTISTS/ENTERTAINERS IN PARKS**

Individuals may perform as artists or entertainers in any City park within the following guidelines:

Artists or entertainers may not:

Block sidewalks or in any way impede pedestrian or vehicular traffic circulation;

Be within 100 feet of existing park concessions;

Set up at special events without permit issued by the City of Manor; and

Use amplified sound except as may be authorized by the City of Manor City Council.

Juggling of potentially hazardous materials such as knives or fire is prohibited.

Any money exchanged should be on a "tips" or donation basis only.

Entertainers should carry a copy of the permit or letter of approval from the City of Manor permitting their performance art. The letter is to be available on request by any city employee or patrolling agency.

## **CREMATION AND REMAINS**

No cremation remains shall be disposed of on any park.

## **SIGNS**

No sign may be placed in/on parkland or rights-of-way directing traffic to the event prior to an event. Off site parking signs may be used to direct traffic to parking areas identified in the permit per agreement with property owners. Signs may be allowed during an event but only those indicated and approved with permits. All signs must be removed before park deposits are refunded.

## **SPECIAL RULES FOR SPECIFIC PARKS**

Each park may develop rules and regulations that address problems specific to that park, which shall be in writing and approved by the City of Manor. Patrons shall comply with all rules and regulations posted at individual parks or for special events.

## **MAINTENANCE OF CITY PARKS**

Maintenance of City or Neighborhood designated parks and recreation areas shall be the responsibility of the City of Manor except where other arrangements, ordinances, permits or contractual agreements authorized by the City of Manor, City Council provide otherwise.

The City of Manor staff shall prepare annually, a budget for improvements, repairs and general

maintenance including upkeep for all city owned parks or recreation areas.

Maintenance of City owned properties shall be to the same standard established for private property within the City of Manor. This shall not apply to land reserved for preservation or open space.

If an irrigation system is to be used it shall be used in accordance with the City of Manor Water Conservation Ordinance.

The City of Manor shall establish a regular maintenance program which, at the discretion of the City may be altered due to weather conditions or financial constraints. In the event of an emergency situation where maintenance and repair of city utilities is imperative, City Utility maintenance and repair shall take precedence over park or recreation scheduled maintenance.

If a Homeowners Association wishes to maintain a city owned park to higher standard, the Homeowners Association may submit a request to the City seeking the authority to accept maintenance responsibilities and costs. The Homeowners Association shall not be reimbursed for maintenance costs. Requests shall be submitted by August 31 of each year in preparation of the City Budget. Approval of the request shall be for a one year period commencing on the first day of October and ending on the last day of September and the Homeowners Association shall be required to enter an appropriate license agreement authorizing the authorized maintenance. If the City finds that the park or recreation property is not being maintained per agreement, the city shall assume responsibility for maintenance at the level established for private property and assess the Homeowners Association the cost to the city for maintenance for the duration of the agreement.