

RENTALS / PERMITS

The Parks and Recreation Department has many different venues available for rental. Whether you are planning a wedding, family event, neighborhood event or company picnic the Parks Department is sure to have a site that will fit your needs.

Reservations are taken up to 12 months in advance, in person. No phone reservations. All rentals must be done in person at the Parks and Recreation Administrative office located at 801 Texas, City Building 3. Customer Service is located on the 2nd Floor. Offices are open Monday through Friday 8:00 a.m. – 5:00 p.m. Closed on Saturdays, Sundays and Holidays. Renter must be 18 years of age and have a valid I.D. (State Driver's License or State ID). For rentals with alcohol, renters must be 21 years of age. For more information, contact (915) 212-0092.

SHELTER RENTALS

Shelter Locations			
Braden Aboud	West	4325 Riverbend	1,940sq. ft.
Thomas Manor	Mission Valley	7901 Knights Road	1,296sq. ft.
Lionel Forti	East	7735 Phoenix	1,904sq. ft.
Grandview	Central/Northeast	3200 Jefferson	1,316sq. ft.
Sunrise	Northeast	3800 Sunrise	1,680sq. ft.
Arlington (No rentals past 11:00 p.m.)	Northeast	4715 Junction	1,769sq. ft.

- Reservations must be made at least 30 days in advance.
- Rentable up to 1 a.m., for the exception of Arlington.
- Heating operational October – April. Air-conditioning operational May – October.
- Maximum shelter capacity is 100 people
- Each shelter includes:

• 100 stacking chairs	• Trash cans	• Refrigerator
• 12 folding tables (8' x 30")	• Restrooms	• Sink
	• Electric stove	• A/C / Heater

Shelter Rental Rates				
	Resident	Non-Profit	Commercial	Non-Resident
RATES				
Per Hour	\$48.00	\$38.00	\$192.00	\$60.00
All Day (8 hours)	\$288.00	\$230.00	\$1,152.00	\$360.00
Per Hour – Prime Time	\$66.00	\$53.00	\$264.00	\$83.00
All Day (8 hours) – Prime Time	\$396.00	\$317.00	\$1,584.00	\$494.00
Prime Time is weekdays after 5:00 p.m. and anytime weekends (including Holidays)				

OPEN RESERVES

Memorial Reserve

	Resident	Non-Profit	Commercial	Non-Resident
RATES				
Per Hour	\$44.00	\$35.00	\$175.00	\$55.00
All Day (8 hours)	\$262.00	\$210.00	\$1,050.00	\$327.00
Per Hour – Prime Time	\$56.00	\$45.00	\$225.00	\$70.00
All Day (8 hours) – Prime	\$375.00	\$300.00	\$1,500.00	\$469.00

Prime Time is weekdays after 5:00 p.m. and anytime weekends (including Holidays)

- Located at 3100 Copper Ave.
- Maximum Capacity is 400 people
- Reservations must be made at least 30 days in advance
- Allowed: Tables, Chairs and Canopies
- Electricity is available
- Rentable up to 1a.m.

PAVILIONS

Shawver / Veterans / Pavo Real

	Resident	Non-Profit	Commercial	Non-Resident
RATES				
Per Hour	\$18.00	\$14.00	\$72.00	\$23.00
All Day (8 hours)	\$108.00	\$86.00	\$432.00	\$136.00
Per Hour – Prime Time	\$24.00	\$19.00	\$96.00	\$30.00
All Day (8 hours) – Prime Time	\$144.00	\$115.00	\$576.00	\$180.00

Prime Time is weekdays after 5:00 p.m. and anytime weekends (including Holidays)

- Maximum capacity is 100 people
- Allowed: Tables, chairs, and canopies
- Electricity not provided
- Not allowed: Alcohol
- Rentals permitted during Park Hours only

ROSE GARDEN

	Resident	Non-Profit	Commercial	Non-Resident
RATES				
Per Hour	\$42.00	\$34.00	\$168.00	\$53.00
Per Hour– Prime Time	\$54.00	\$54.00	\$216.00	\$67.00

Open March 1 – November 30, Monday – Sunday, 8:00 a.m. – 6:00 p.m.

Prime Time is weekdays after 5:00 p.m. and anytime weekends (including Holidays)

- No flowers permitted
- Maximum people allowed for events is 20
- Maximum rentable time period is 2 hours

PLAZAS

San Jacinto Plaza with Electricity

	Resident	Non-Profit	Commercial	Non-Resident
RATES				
Per Hour Stage	\$36.00	\$29.00	\$144.00	\$44.00
All Day (8 hours)	\$216.00	\$173.00	\$168.00	\$270.00
Per Hour – Prime Time	\$42.00	\$34.00	\$168.00	\$53.00
All Day (8 hours) – Prime Time	\$252.00	\$202.00	\$1,008.00	\$314.00
Electricity available on San Jacinto Stage Outlets Only				
Prime Time is weekdays after 5:00 p.m. and anytime weekends (including Holidays)				
Plazas are closed from 1am-6am				

San Jacinto Plaza without Electricity/ Union Plaza/ Cleveland Square/Pioneer Plaza

	Resident	Non-Profit	Commercial	Non-Resident
RATES				
Per Hour Stage	\$12.00	\$10.00	\$48.00	\$14.00
All Day (8 hours)	\$72.00	\$58.00	\$288.00	\$90.00
Per Hour – Prime Time	\$24.00	\$19.00	\$96.00	\$30.00
All Day (8 hours) – Prime	\$144.00	\$115.00	\$576.00	\$180.00
Electricity not available. Plazas are closed from 1am-6am				
Prime Time is weekdays after 5:00 p.m. and anytime weekends (including Holidays)				

OPEN PARK GROUNDS

An area within a park may be reserved for personal use for private events by obtaining a permit through the Parks and Recreation Department. A permit and park usage fee is required. This permit ensures the exclusive use of a particular space for a designated time. Park space may be reserved for private use by families and organizations. Permit Application is required for all events; application must be turned in 30 days in advance for review. Security guards may be required upon review. Contact our office at (915) 212-0092 to check park availability. Fax number (915) 212-0093.

- All City park green areas are available for rent but the following parks have designated areas.

Blackie Chesher Park	Ponder Park
Capistrano Park	Rose Garden
Eastwood (Album) Park	Tom Lea Park (Upper or Lower)
Marty Robbins Park	Veterans Park
Memorial Park	Westside Community Park
Nations Tobin Park	Yucca Park

Administrative Fee	\$7.00
Amplification Fee	\$15.00
Park Usage Fee	\$54.00
Electricity not available	

SPECIAL EVENTS

A park or plaza can be reserved for a special event. An application is required along with a site plan for the event. Amusement devices to include jumping balloons will need to be rented from a City Approved vendor. A site visit may be required for special events. Please Call (915) 212-1723 or (915) 212-1700 for more information.

SKATE PARKS

Skate Parks can be rented upon Parks and Recreation administration approval. A letter of request must be submitted in person at the Parks and Recreation office located at 801 Texas, City Building 3 on the 2nd Floor. Renter must be 18 years of age and have a valid I.D. (State Driver's License or State ID). A site plan and insurance is required. For more information, contact (915) 212-0092

Carolina / Westside / Mountain View / Northeast Regional				
	Resident	Non-Profit	Commercial	Non-Resident
RATES				
Per Hour	\$40.00	\$32.00	\$160.00	\$50.00
All Day (10:00 a.m. – 6:00)	\$240.00	\$192.00	\$960.00	\$300.00
Electricity not available				

Braden Aboud/ Dick Shinaut/ Eastwood/ Pera-Luna/ Veterans/ Yselta, Boy's Club				
	Resident	Non-Profit	Commercial	Non-Resident
RATES				
Per Hour	\$20.00	\$16.00	\$80.00	\$25.00
All Day (10:00 a.m. – 6:00)	\$120.00	\$96.00	\$480.00	\$150.00
Electricity not available				

RESERVATION ADMINISTRATIVE FEES

	Resident	Non-Profit	Commercial	Non-Resident
RATES				
Guard Service-Per Hour	\$20.00	\$20.00	\$20.00	\$20.00
Cleaning Fee (per cleaning)	\$60.00	\$60.00	\$60.00	\$60.00
Administrative Fee	\$7.00	\$7.00	\$7.00	\$7.00
Amplification Fee	\$15.00	\$15.00	\$15.00	\$15.00
Food Vendor Fee if applicable	\$65.00	\$65.00	\$65.00	\$65.00
General Vendor if applicable	\$45.00	\$45.00	\$45.00	\$45.00

