



1017 Adler St \* PO Box 1677  
Phone: 830-248-1635 Fax: 830-331-9652

## FACILITY AND FIELD RESERVATIONS

### FACILITY AND FIELD RENTAL POLICIES:

- All fees are due at the time of reservation, checks should be made payable to the City of Boerne.
- Reservations are made on a first come-first serve basis provided facilities or fields are not in use for league play, tournaments, and/or other special events. Field Rentals cannot be made more than 2 weeks prior to rental date.
- All fees (rental and damage deposits) will be deposited by the City of Boerne.
- Parks and Recreation reserves the right to increase a deposit fee depending on event.
- All City of Boerne Ordinances must be followed at all times. See Ordinance online [www.ci.boerne.tx.us](http://www.ci.boerne.tx.us) under Municipal Code.
- Special Event Permits and Athletic Special Event Permits may be required for some events.  
Contact Parks and Recreation department for additional information. 830-248-1635
- Weekday rental -Monday through Thursday night. Weekend rentals - Friday through Sunday
- Renters are responsible for cleaning the park and park facilities that are a result of their event. This includes restroom cleaning, trash collection and removal & litter pick up. Please leave the park in the same, if not better condition than you found it.
- Damages above the deposit amount will be charged at a rate of **\$40.00 per hour per staff**. The individual, group or organization will be invoiced for any repairs made as a result of damages that occurred during the rental and/or trash that was left behind for which the deposit does not cover.
- Facility Refund Policy:
  - Cancellation >2 weeks prior to rental/full refund for rental less \$25 administrative fee.  
Cancellation < 2 weeks prior to event/ damage deposit fee refundable only – No Show No Refund
  - Damage Deposit Refunds checks will be processed and mailed within 30 days after the event.
- Field Rental Refund Policy:
  - Reservations may be rescheduled in the event of rain, light failure, and/or if the Parks and Recreation Department finds it necessary to cancel the rental.
- **Parks and Recreation reserves the right to cancel any event due to inclement weather and facility condition. Full refunds will be given or the opportunity to reschedule the event.**
- City Lake Pavilion:
  - Any group over 100 people will be required to use designated overflow parking
  - Any group over 200 people will be required to have 2 portable toilets, each additional 200 will require 2 additional portable toilets
- Fields may be reserved on **an hourly basis for up to two (2) hours.**
- Fields are reserved on an "as is" basis. No special field maintenance will be performed for hourly rentals or for the scrimmage game rate.
- Field Rentals All vehicles without proper parking permits must remain in the parking lot at all times.
- Field Rentals No maintenance equipment allowed on the fields during hourly rentals.
- **FIELD CLOSED signs will be priority.** If teams show up and FIELD CLOSED signs are out you should not utilize the facility.
- Pool Parties – All Pool Rules must be adhered to at all times (including No Glass, no alcohol) Refer to Parks Website for full list of rules. Refund policy – refer to Facility Refund Policy above.

### PUBLIC POOL HOUR PARTY INFORMATION:

We are now offering **DAYTIME PUBLIC HOUR POOL PARTIES**. We have created 2 party spaces that can be rented either from 1:30 to 3:30 pm or 4:00 to 6:00 pm (**rental time includes set up time**)

With each party package you will receive:

- punch card for 25 pool entries (any remaining punches can be used anytime at the pool and carry over from year to year)
- 2- 5-foot tables with 20 chairs
- shade tent

# FEE SCHEDULE FOR FACILITIES

## Main Plaza Damage Deposit

1 to 100 = \$100	101-500 = \$300	501 to 1500 = \$600	over 1501 = \$1000
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**Note: Weekdays are Monday - Thursdays \* Weekends are Friday - Sunday**

Facility	Day	Hours	Non-Resident Fee	City Resident Fee	Vendor Fee	Damage Deposit
Main Plaza	Weekday	5am – 12am	\$250	\$200	\$25 per	See above
	Weekend	5am – 12am	\$500	\$350	\$25 per	See above
* Non-Profit rate available for Main Plaza rentals at 50% discount off normal rental rate.						
Waterworks Terrace –With Main Plaza Rental	Weekday	5am – 12am	\$50	\$25	\$10 per	\$50
	Weekend	5am – 12am	\$75	\$50	\$10 per	\$50
Waterworks Terrace –W/O Main Plaza Rental	Weekday	5am – 12am	\$75	\$50	\$10 per	\$50
	Weekend	5am – 12am	\$100	\$75	\$10 per	\$50
City Park Pavilion (Contact Cibolo Nature Center 830-249-4616)	Any day	7am – 9pm	\$65	\$50	n/a	\$25
Northrup Park Pavilion	Hourly	5am – 12am	\$25 per hr./2 hr. max	\$20 per hr./2 hr. max	n/a	n/a
	Weekday	5am – 12am	\$65	\$50	n/a	\$200
	Weekends	5am – 12am	\$175	\$150	n/a	\$200
Boerne City Lake Pavilion	Weekday	5am -10pm	\$100	\$100	n/a	\$100
	Weekends	5am -10pm	\$250	\$250	n/a	\$200
	Holidays	5am -10pm	\$500	\$500	n/a	\$500

## BALLFIELD, VOLLEYBALL AND SOCCERFIELD FEE INFO

Fields/lights included with rental	Type		Non-Resident	Resident
City Park Soccer Fields	Adult	per hour	\$40	\$20
	Youth	per hour	\$40	\$20
Northrup Park Ballfields	Adult	per hour	\$40	\$20
	Youth	per hour	\$40	\$20
Northrup Park Sand Volleyball Courts	per court	per 2 hours	\$25	\$25

## POOL PARTY FEE INFORMATION

Type	Days	Times	# of Swimmers	Non Resident	Resident
Evening Private Pool Parties	Fridays thru Sundays	7-10 pm	under 50	\$400	\$350
Evening Private Pool Parties	Fridays thru Sundays	7-10 pm	over 50	\$475	\$425
Daytime Public Pool Parties	Tuesday thru Sundays	1:30 to 3:30 pm	25 and under	\$125	\$125
	Note: 2 areas for pool parties are available during normal business hours	Tuesday thru Sundays	4 to 6 pm	25 and under	\$125

## AMPITHEATER FEE INFORMATION

Facility	Day	Hours	Non-Resident Fee	City Resident Fee	Vendor Fee	Damage Deposit 100 or less	Damage Deposit 101 - 500
AMPITHEATER	Weekday		\$315	\$210	\$10 per	\$210	\$315
	Weekend		\$525	\$420	\$10 per	\$210	\$315
<b>AMPITHEATER STAGE LIGHTING      10 days' notice required      \$155 base fee plus \$40 per man hour</b>							
* Non-Profit rate available at 50% discount off normal rental rate//IRS determination letter must be provided							

**FIELD RAIN OUT INFORMATION: (830) 248-1505 \*\*\*\*\* AFTER HOURS EMERGENCIES OR FOR ASSISTANCE (830) 249-8645**

Updated 11/2/2022 - kh