



## **CITY OF DEER PARK**

### **POLICY FOR FUND-RAISING ACTIVITIES IN CITY PARKS AND RECREATION FACILITIES**

The City of Deer Park encourages all citizens, including employees of the City, to support charitable activities that benefit the community.

- City facilities shall include all property owned by the City of Deer Park, including buildings, parking lots, green spaces and parks.
- Fund-raising activities must be beneficial to Deer Park community organizations, citizens, and the community in general.
- All fund-raising activities shall be sponsored by non-profit Deer Park groups or organizations unless written permission is issued by the City otherwise.
- City facilities shall not be used for commercial enterprises or for personal gain, unless either
  1. there will be some direct benefit to the nonprofit organization sponsoring the fund raising activity, or
  2. the commercial enterprise is subject to an agreement with the City which is similar to other City agreements and notes that dates reserved by youth athletic organizations and local service groups for fund raisers will be excluded.
- Use of City facilities for fund-raising activities shall be approved, in advance, by the City of Deer Park.
- The sponsoring organization must submit a completed application in writing (see attached) for use of the facility to the Parks and Recreation Department who will review the fund-raising activities. In addition, the request shall also be submitted by the sponsoring organization to the Fire Department and the Police Department. The Fire and Police Departments must approve the proposal for compliance and applicable codes and ordinances regarding public assemblies, fire codes, and traffic laws. The Parks and Recreation Department shall then have the proposal submitted to the City Manager's office for approval. All City staff recommendations shall also be forwarded to the City Manager.
  1. At the discretion of the City of Deer Park staff, any fund-raising activity application may be subject to recommendation by Parks and Recreation Commission and or approval by the Deer Park City Council.
- If the sponsoring organization is dissatisfied with the decision made by the City Manager, they have the right to appeal the decision to the City Council.

- Permit application process is as follows:
  1. Applicant submits completed application 60 days prior to event(s) to Parks and Recreation Department.
  2. Application reviewed internally by Parks and Recreation Department staff.
  3. Application reviewed internally by City Manager's office.
  4. If applicable, application reviewed by Police and Fire Departments.
  5. If applicable, application reviewed by Parks and Recreation Commission for consideration and recommendation.
  6. If applicable, application is taken for City Council for consideration and approval.
  7. Once approved, the applicant will be notified of the applications approval.

## Fundraising in City Parks and Recreation Facilities

### Permit Application

**Application Instructions:** This application must be submitted a minimum of **60** days in advance of the fundraising activity. All items must be completed. Please send the completed to [recreation@deerparktx.org](mailto:recreation@deerparktx.org) or turn application into the Parks and Recreation Administrative Office located at 610 E. San Augustine, Deer Park, TX 77536 between the hours of 7 am – 6 pm, Monday through Friday.

**Date Submitted** \_\_\_\_\_

**Organization/Sponsoring Group Name and Address**

\_\_\_\_\_  
\_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Email** \_\_\_\_\_

**Phone (Home)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_

**City Facility Requested** \_\_\_\_\_

**Specific Location** \_\_\_\_\_

**Nature and brief description of fundraising activity**  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed Date (s)** \_\_\_\_\_ **Hours of operation** \_\_\_\_\_

**Estimated number of Attendees** \_\_\_\_\_

**Purpose of Fundraising Activity** \_\_\_\_\_

**Is this event open to the public?** Yes or No

**Are there other beneficiaries of this event?** Yes or No

**If yes, name of other organization(s) or person:** \_\_\_\_\_

I, \_\_\_\_\_, as the host individual or organization representative, understand and agree to all terms set forth in this application. The information that I have provided is truthful and accurate. I hereby agree that if any claim, action or proceeding shall hereafter be brought seeking to hold the City of Deer Park liable on account of any debt, liability, or obligation, I will defend the City of Deer Park at my (our) sole expense against any claim or demand, or threats thereof, whether or not well founded, and hold the City harmless there from, together with reasonable attorney's fees and costs in connection with any defense there against. Furthermore, I (WE) shall indemnify and hold the City harmless from any such debt, liability or obligation. I agree to accept all responsibility related to this organization, any and all functions of this organization, and the participants visiting my establishment.

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

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

|                                                       |  |
|-------------------------------------------------------|--|
| <b>For office use only:</b>                           |  |
| Parks and Recreation Department Signature             |  |
| City Manager's office Signature                       |  |
| <b>If applicable:</b>                                 |  |
| Police Department Signature                           |  |
| Fire Department Signature                             |  |
| <i>Parks and Recreation Commission Recommendation</i> |  |
| <i>Deer Park City Council Approval or Denied</i>      |  |
| <b>Additional notes:</b>                              |  |
| Approved _____ Denied _____ Reason if denied _____    |  |
| Date Approved or Denied: _____                        |  |