

# FAQs

## Facility, Park, and Ballfield Reservations

### *Facility Reservations*

**Q: Where do I start?**

A: You are welcome to visit the facility of interest during business hours. Business hours vary for each location.

**Q: After I have chosen the facility I would like to rent, what must be done to secure my date?**

A: A reservation is not complete until you have completed a Facility Use Agreement and paid all applicable deposits. Your completed application and deposit must be submitted to Parks, Recreation and Cultural Affairs Administrative Office, 306 NE 6<sup>th</sup> Avenue, Building B, 3<sup>rd</sup> Floor, (Monday – Thursday; 8:00am-5:00pm).

**Q: How far in advance should I submit my application?**

A: Applications can be submitted up to one (1) year in advance, but not less than 14 days prior to the event. A completed application does not guarantee a permit will be issued for our event. You must meet all of your permit requirements and submit payment in full before your reservation is complete.

**Q: When are my Rental Fees due?**

A: Rental fees are due 14 days prior to the event. Applications submitted less than 14 days before the rental, require payment in full (deposits and all rental fees). Payments by check will not be accepted less than 30 days prior to the rental.

**Q: Do city employees receive a discount on facility rentals?**

A: No, city employees do not receive a discount on facility rentals.

**Q: Are the use of tables and chairs included in my rental cost?**

A: Yes, the tables and chairs that are at each facility are available for use and are included in the rental fees. If there is a shortage of tables and chairs that are needed for your event, you are responsible for the cost and arranging of the extras that are needed.

**Q: Can I bring in my own food or does it have to be catered?**

A: You can bring in your own food; it does not have to be catered. However, food cannot be prepared on site, the kitchen appliances can be used to warm or keep prepared foods warm.

**Q: What do I need if I want to have a Teen Dance or Open Party?**

A: All teen related or open party rentals have to be concluded before dark and must receive prior approval by Gainesville Police Department.

**Q: What do I need to do if I plan on charging admission for my event?**

A. This type of event is considered a Class I event and offers a different rental rate.

**Q: What do I need to do, if I am requesting the fees to be waived for my event?**

A. You will need to submit a letter to our director, requesting a fee waiver.

## ***Parks Reservations***

**Q: Is a reservation needed to use a pavilion for a birthday party?**

A. No, pavilion usage is received on a first-come-first serve basis. However we highly recommend that you complete a park request form to assist us in our efforts of avoiding possible conflicts or overbooking of events.

**Q: What are the public restroom hours for the parks?**

A: [Click here](#) for the Parks Restroom Schedule for our parks that have public restrooms.

**Q: What if I want to bring in a grill to the park?**

A: Most of our parks have grills for use. If you are hosting a large event and desire to bring in your own grill, prior approval is necessary. Stipulations apply.

**Q: How can I get a key to the gate, if I need to drive equipment in to the park for my reservation?**

A: If it's determined that access to the park is needed, a key will be issued to you.

**Q: Are there power sources at the parks for public usage?**

A: Power sources are not available in our parks with the exception of TB McPherson, Kiwanis and Albert Ray Massey. The outlets are locked and usage must be pre-arranged.

**Q: Are there water sources at the parks for public usage?**

A: No, there are no water sources outside of drinking fountains that are available for use.

**Q: Are bounce houses and other inflatable devices allowed in the parks?**

A: Bounce houses and other inflatable devices are allowed in our parks with prior approval. Inflatable water slides are NOT allowed. Generators are needed as there is no power at the parks. Proof of insurance is also required from the inflatable rental company.

**Q: Can I use a metal detector in the parks?**

A: Yes, as long as you do not dig or disturb the surface. Nature parks are excluded from this allowance.

**Q: Do you have any off-leash dog parks in Gainesville?**

A: Yes, we manage four off-leash dog parks: Possum Creek, Northeast Park, Smokey Bear and Haisley Lynch

**Q: Are tents allowed in the park?**

A: Yes, a standard 10'x10' tent or smaller are allowed. Anything larger requires a tent permit form

**Q: I want to have pony rides at my child's birthday party, is this allowed?**

A: Yes, we do allow pony rides in our parks. First, we need proof of insurance from the business/owner that will be handling the animals. Also, prior to your event we must receive a Coggins report for each equine animal being used.

**Q: Do all parks have restrooms?**

A: No. Click [here](#) for the parks that have restrooms.

### ***Reserve a Ballfield:***

Our ballfields are public spaces; we encourage families and teams to use them. However, if you would like to reserve one for a season for your team, please contact us at [rec@cityofgainesville.org](mailto:rec@cityofgainesville.org).

If you need the ball field lights activated for your group, you will need to pre-schedule this by contacting our office. Fees apply.