



**CITY OF ALPINE**  
**PARKS & RECREATION BOARD MEETING**  
**April 8, 2026 – 5:30 PM**

---

*City Council Chambers, 803 W. Holland Avenue, Alpine, Texas 79830*

1. **CALL TO ORDER.** -
2. **DETERMINATION OF QUORUM** -
3. **PUBLIC COMMENTS.** - *Each person in attendance who desires to speak to the Board on an item on the agenda shall speak during this section. Public comments may be made regarding agenda items only. Attendees must be physically present in order to address the Board. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees.*
4. **PUBLIC HEARINGS.** - *At this time, the Chair will invite members of the public to address each item listed in this section. Comments made during this section are limited to the topic of each public hearing. Attendees must be physically present in order to address the Board. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. If more than one public hearing is being held, each person will be allowed to speak during each topic.*
5. **APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING** -
  - A. March 11, 2026 Regular Meeting Minutes. (G. Calderon, City Secretary)
6. **INFORMATION OR DISCUSSION ITEMS** -
  - A. Update from the Parks Supervisor, the Public Works Department, and the Recreational Coordinator. (R. Portillo, City Council)
  - B. Discussion regarding City fields, reservations, processes, and procedures; Discuss proposed amendments to the current processes. (A. Holguin, Public Works)
7. **ACTION ITEMS.** - *Action items are to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to 10 per meeting).*
8. **BOARD MEMBER COMMENTS** -
9. **ADJOURN.** -

**CERTIFICATION**

I, Geoffrey R. Calderon, do hereby certify that this notice was posted at City Hall, in a convenient and readily accessible place to the general public, and on the City website at [www.cityofalpine.com/agenda](http://www.cityofalpine.com/agenda) pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2 P.M. on March 31, 2026, and remained so posted for at least 3 business days preceding the scheduled time of the said meeting.

**WITNESS MY HAND AND SEAL**  
**this 31 day of March, 2026.**

  
\_\_\_\_\_  
Geoffrey R. Calderon, TRMC  
*City Secretary & Chief Governance Officer*



**PARKS AND RECREATION BOARD AGENDA ITEM REPORT**

**April 8, 2026**

Agenda Item No. 5A

Department: Office of the City Secretary

Sponsor: Geoffrey R. Calderon, City Secretary

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: Approve



---

**AGENDA ITEM**

---

March 11, 2026 Regular Meeting Minutes. (G. Calderon, City Secretary)

---

**EXECUTIVE SUMMARY**

---

None

---

**SUPPORTING MATERIALS**

---

- 1. 3-11-26 Parks & Recreation Board Meeting Minutes

---

**BUDGET CONSIDERATIONS**

---

Expenditure Required: N/A  
Savings Anticipation: N/A  
Current Budget FY 2025-2026: N/A  
Additional Funding: N/A

---

**APPROVERS**

---

Alexandra Tackett, Deputy City Secretary  
Geoffrey R. Calderon, City Secretary

**City Of Alpine**  
**PARKS & RECREATION BOARD MEETING**  
**Wednesday, March 11, 2026 – 5:30 PM**  
**Minutes**

1. **CALL TO ORDER.** -

*Chair of the Board, Iris De Leon, called the meeting to order at 5:30 P.M. The meeting was held at City Council Chambers located at 803 West Holland Avenue and via Zoom Videoconference in the City of Alpine, Texas.*

2. **DETERMINATION OF QUORUM** -

**Board Members Present:**

Place 6 Iris De Leon  
Place 2 Donny Greenway  
Place 7 Joseph Torres  
Council Member Ward 1, Richard Portillo

**City Staff and Stakeholders Present:**

Henry Arredondo, City Manager  
Geoffrey R. Calderon, City Secretary  
David Martinez, Parks Foreman  
Adriana Holguin, Public Works Assistant  
Kim Morrow, Recreational Coordinator

**Not Present:**

Place 1 Jessica Velasco  
Place 3 Ariana Valenzuela  
Place 5 Coleman Reidling  
Place 4 *Vacant*

**Others Present:** 1 Attendee

3. **PUBLIC COMMENTS.** - *Each person in attendance who desires to speak to the Board on an item on the agenda shall speak during this section. Public comments may be made regarding agenda items only. Attendees must be physically present in order to address the Board. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees.*

4. **PUBLIC HEARINGS.** - *At this time, the Chair will invite members of the public to address each item listed in this section. Comments made during this section are limited to the topic of each public hearing. Attendees must be physically present in order to address the Board. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. If more than one public hearing is being held, each person will be allowed to speak during each topic.*

5. **APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING** -

A. February 11, 2026 Regular Meeting Minutes. (G. Calderon, City Secretary)

*On a motion by Board Member Donny Greenway and seconded by Chair Iris De Leon to approve, the Parks and Recreation Board unanimously adopted the motion with all members present voting in favor.*

6. **INFORMATION OR DISCUSSION ITEMS** -

- A. Update from the Parks Supervisor, the Public Works Department, and the Recreational Coordinator. (R. Portillo, City Council)
  - B. Discussion regarding possible grant funding from Big Bend Regional Hospital District. (R. Portillo, City Council)
  - C. Discussion regarding the Municipal Swimming Pool and plans to move forward with the rehabilitation project. (G. Calderon, City Secretary)
7. **ACTION ITEMS.** - *Action items are to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to 10 per meeting).*
8. **BOARD MEMBER COMMENTS** -
9. **ADJOURN.** -

**APPROVED:**

**ATTEST:**


\_\_\_\_\_  
Officer of the Board

\_\_\_\_\_  
Geoffrey R. Calderon, TRMC  
*City Secretary & Chief Governance Officer*

**CERTIFICATION**

I, Geoffrey R. Calderon, do hereby certify that this notice was posted at City Hall, in a convenient and readily accessible place to the general public, and on the City website at [www.cityofalpine.com/agenda](http://www.cityofalpine.com/agenda) pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2 P.M. on March 5, 2026, and remained so posted for at least 3 business days preceding the scheduled time of the said meeting.

**WITNESS MY HAND AND SEAL  
this 5 day of March 2026.**

  
\_\_\_\_\_  
Geoffrey R. Calderon, TRMC  
*City Secretary & Chief Governance Officer*



**PARKS AND RECREATION BOARD AGENDA ITEM REPORT**

**April 8, 2026**

Agenda Item No. 6A

Department: City Council

Sponsor: Richard Portillo, Councilor

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



---

**AGENDA ITEM**

---

Update from the Parks Supervisor, the Public Works Department, and the Recreational Coordinator. (R. Portillo, City Council)

---

**EXECUTIVE SUMMARY**

---

None

---

**SUPPORTING MATERIALS**

---

None

---

**BUDGET CONSIDERATIONS**

---

Expenditure Required: N/A  
Savings Anticipation: N/A  
Current Budget FY 2025-2026: N/A  
Additional Funding: N/A

---

**APPROVERS**

---

Alexandra Tackett, Deputy City Secretary  
Geoffrey R. Calderon, City Secretary

**PARKS AND RECREATION BOARD AGENDA ITEM REPORT**

**April 8, 2026**

Agenda Item No. 6B

Department: Public Works

Sponsor: PW Admin Assistant, Public Works Administrative Assistant

Memo Prepared By: Alexandra Tackett, Deputy City Secretary

Staff Recommendation: None



---

**AGENDA ITEM**

---

Discussion regarding City fields, reservations, processes, and procedures; Discuss proposed amendments to the current processes. (A. Holguin, Public Works)

---

**EXECUTIVE SUMMARY**

---

None

---

**SUPPORTING MATERIALS**

---

1. Park & Field Reservation Policies and Procedures (1)
2. 2022 parks&fields procedures
3. Parks & Field Commercial Use Permit Application & Waiver of Liability 2026
4. Field Reservation Form
5. KOKERNOT PAVILION Reservation form jan2026
6. Pueblo Nuevo Pavilion reservation form Jan 2026
7. PARK PAVILION reservation flyer
8. Pavilion Deposit Refund Clearance

---

**BUDGET CONSIDERATIONS**

---

Expenditure Required: N/A  
Savings Anticipation: N/A  
Current Budget FY 2025-2026: N/A  
Additional Funding: N/A

---

**APPROVERS**

---

Alexandra Tackett, Deputy City Secretary  
Geoffrey R. Calderon, City Secretary

# City of Alpine Parks & Fields Reservation Policy & Procedures

## 1. Purpose

The purpose of this policy is to establish consistent procedures and guidelines for reserving and using City of Alpine parks, athletic fields, and related facilities, while ensuring fair access, safety, and compliance with City ordinances.

---

## 2. Facility Locations

The following City facilities are available for reservation:

### Fields & Athletic Facilities

- Alpine Country Club – 1011 Loop Rd
- Alpine International Field – 1510 Fighting Buck Ave
- American Legion Field #1 – 1100 W Marfa Ave
- American Legion Field #2 – 1111 W Stockton Ave
- Kokernot Little League Field – 500 E Hendryx
- Manuel Payne Field – 1508 Fighting Buck Ave
- All Soccer Fields (Upper #1, Upper #2, Lower) – 1302 Fighting Buck Ave
- SRSU Fields 1-4 – 1503-1609 E Ave F
- Val Lujan Field – 500 S 11th St

### Parks & Recreational Areas

- Arbolitos – 100 W Holland Ave
- Baines Park – 100 E Gallego Ave
- Centennial Park – 502 W Ave H
- George Felix Howland Memorial (Nopalitos) – 207 W Lockhart Ave
- Juan Medina Park – 310 S 11th St
- Kokernot Municipal Park – 1500 Fighting Buck Ave
- Kokernot Dog Park – 1516 Fighting Buck Ave
- Kokernot Skatewave Park – 1514 Fighting Buck Ave
- Old Town Square – 209 N 5th St
- Railroad Park – 102 S 5th St
- Veteran’s Memorial Park – 301 W Sul Ross Ave

### Pavilions & Special Facilities

- Kokernot Pavilion – 1500 Fighting Buck Ave

- Pueblo Nuevo Park Pavilion – 1500 E Gallego St
  - Alpine Municipal Pool – 1502 Fighting Buck Ave
- 

### 3. Reservation Eligibility & Requirements

- Reservations must include a **minimum of 5 participants**.
  - Reservations are limited to a **maximum duration of 4 months**.
  - Reservations **cannot be made more than 3 months in advance**.
  - A new application must be submitted after the 4-month period.
  - Reservation applications must be submitted at:  
**City Hall – 100 N 13th St**
- 

### 4. Reservation Process

1. Applicant submits reservation form at City Hall.
  2. Application is forwarded to the **Public Works Administrator**.
  3. Availability is reviewed and verified.
  4. Reservation is:
    - Approved, or
    - Adjusted/accommodated if necessary.
  5. Confirmation is provided via **phone call**.
  6. Approved reservations are posted on the **City's website**.
- 

### 5. Reservation Limitations

- Maximum of **2 days per week**
  - Maximum of **2 hours per day**
  - **One field per team/coach** (multiple reservations not permitted)
- 

### 6. Priority of Use

- **Games take priority over practices**.
- Priority order:
  1. Big Bend Little League
  2. Big Bend Amateur Softball
  3. Community leagues
  4. Traveling teams

## 7. Field Usage Guidelines

### Fields for Games Only

- Alpine International Field (Baseball season – games only; Soccer season as designated by league)

### Restricted Practice Fields

- Kokernot Little League Field – Practice limited to All-Stars or sport clinics
- Manuel Payne Field – Practice limited to All-Stars or sport clinics

### Practice Fields (No Restrictions)

- American Legion Fields #1 & #2
- SRSU Fields 1–4

### Soccer Fields

- Upper #1, Upper #2, Lower – Assigned/divided by league during soccer season
- May be used for T-ball baseball practices during soccer off season

### Val Lujan Field

- Field reservation only (separate from Centennial Park)
  - Restrooms available during tournaments only
  - Baseball season: 1 field
  - Soccer season: may be divided into 2 fields
- 

## 8. Parks & Pavilion Use

### Centennial Park

- Reservation includes park and basketball courtyard
- Restrooms available (except winter season)
- Electricity permitted

### Pavilions

- Kokernot Pavilion and Pueblo Nuevo Pavilion:
  - Reserved through the **Administration Department**

- Reservation form must be shared with Public Works
- 

## 9. Prohibited Uses

Per Section 74-13 of the Alpine Code of Ordinances:

- Commercial activities, classes, or programs for compensation are **prohibited** without a permit
  - No unauthorized:
    - Sales or concessions
    - Merchandise distribution
    - Paid instruction or training
- 

## 10. Commercial Use Permits

- Only approved for:
    - Authorized fundraisers
    - Special events
  - Conditions:
    - No guarantee of exclusive use outside reserved times
    - Additional approval required for:
      - Amplified sound
      - Equipment, tents, inflatables
    - Permits are **non-transferable**
    - Violations may result in **revocation**
- 

## 11. Facility Modifications & Improvements

- Any field preparation, upgrades, or donations must be:
    - Reported to the **Parks Supervisor**
    - Approved through the City process
  - **Digging or excavation is strictly prohibited** without prior approval
  - Use of electricity requires approval from:
    - Parks Supervisor
    - City Manager
- 

## 12. Liability & Responsibility

- The City of Alpine is **not liable** for:
    - Loss, theft, or damage to personal property
    - Injuries unless due to City negligence
  - The reserving party must:
    - Report any damages or losses immediately
    - Accept responsibility for participants and spectators
- 

### **13. Waiver of Liability & Hold Harmless Agreement**

By reserving facilities, the applicant agrees to:

- Assume all risks associated with activities
  - Accept full responsibility for participants and spectators
  - Indemnify and hold harmless the City of Alpine and its staff
  - Acknowledge no guarantee of facility condition or safety
- 

### **14. Compliance & Enforcement**

- All users must follow:
    - City ordinances
    - Parks & Recreation rules
    - Staff instructions
  - Non-compliance may result in:
    - Immediate cancellation
    - Revocation of future reservation privileges
- 

### **15. Final Authority**

All reservations, restrictions, and approvals are **subject to the Parks Supervisor's discretion.**

**City of Alpine  
Procedures for Reserving Park Facilities**

**Name:** Reservations for baseball/softball fields at City Parks

**Purpose:** The City of Alpine maintains a listing of all baseball/softball fields for the City of Alpine at the administration office for the purpose of scheduling usage by teams.

**Procedures:** Fields will be scheduled on a first come first served basis. Fields may be reserved for two (2) days per week, two hours per day. Any practice time can be "bumped" if the League schedules a game for that field at that time. Game schedules will be given priority over practice schedules for all league play including traveling teams.

Participants of Big Bend Little League and Big Bend Amateur Softball Association have priority over all other intramural leagues to reserve city owned facilities during the regular season for practice fields.

The City owned game fields (Kokernont Little League, Manuel Payne, International Fields, and Val Lujan) are not to be used as practice fields during the regular season with exception given to High School Team (February - June)

City Owned Ball Fields:

**Game Fields:**

Kokernot Little League, 500 E. Hendryx

Manuel Payne, 1500 N. Fighting Buck Ave.

Alpine International Field, 1500 N. Fighting Buck Ave.

Val Lujan, 500 S. 11<sup>th</sup> St.

**Practice Fields:**

American Legion Post 79 Field, 900 W. Marfa

Pueblo Nuevo Field, 1500 E. Gallego Ave.

SRSU Fields 1, 2, 3, & 4

Availability pending: Sul Ross Field, the City of Alpine may sign a Facility Use Form with Sul Ross for an additional at E. Gallego and Regan St. during the season.

Arrangements to use AISD fields at the Elementary and Middle School, along with the Field of Dreams should be scheduled through league coordinators.

Approved:

  
Megan Antrim, City Manager

Date:

3-18-2022

Revised 3/18/22



# Parks & Field Commercial Use Permit Application & Waiver of Liability

**Ordinance Reference:** Section 74-13, Code of Ordinances, City of Alpine, Texas

APPLICANT INFORMATION	
Name of applicant/ Organization	
Contact Person	Mailing Address
Primary Telephone Number	Email Address

ACTIVITY INFORMATION		
Type of Activity / Class	Event Date(s)	
Event Start Time <div style="text-align: right; font-size: small;">A.M / P.M</div>	Event End Time <div style="text-align: right; font-size: small;">A.M / P.M</div>	Number of Participants (per session)
Requested Location(s)		

PERMIT CONDITIONS
<p><b>1. Prohibited Use:</b> Pursuant to Section 74-13 of the Alpine Code of Ordinances, commercial activities, classes, or programs for compensation are prohibited in City parks unless specifically authorized by permit.</p> <p><b>2. Priority of Use for Practice and Game Fields:</b> Fields are reserved <b>free of charge for team practices and games</b> to encourage and promote field use for teams over commercial activity or personal profit, <b>with the exception of authorized fund raisers or special events.</b> Permits for commercial use at practice and games fields will not be approved, <b>with the exception of authorized fund raisers or special events.</b></p> <p><b>3. Limitations:</b></p> <ul style="list-style-type: none"> <li>○ This permit does <b>not</b> guarantee exclusive use of the park outside of the specified dates/times.</li> <li>○ Concessions, sales, or distribution of merchandise are prohibited unless separately authorized.</li> <li>○ Amplified sound, special equipment, or structures (tents, inflatables, etc.) require additional approval.</li> </ul> <p><b>4. Non-transferability:</b> Permits are valid only for the applicant and activity listed. They may not be assigned, sublet, or transferred.</p> <p><b>5. Compliance:</b> All participants must comply with City ordinances, Parks &amp; Recreation rules, and staff directions. Failure to comply may result in immediate revocation of this permit.</p>

WAIVER OF LIABILITY & HOLD HARMLESS AGREEMENT
<p>In consideration of being granted permission to use City of Alpine park facilities, the undersigned agrees to the following:</p> <ul style="list-style-type: none"> <li>• I acknowledge that participation in athletic, recreational, or instructional activities involves inherent risks of injury.</li> <li>• I assume all responsibility and liability for any injury, damage, or loss to myself, my organization, participants, and spectators.</li> </ul>

• I agree to indemnify, defend, and hold harmless the **City of Alpine, its officers, employees, and agents** from any and all claims, demands, damages, or causes of action arising out of or connected with my use of City facilities under this permit.

• I understand that the City of Alpine makes no warranty regarding the condition, suitability, or safety of park facilities.

**APPLICANT CERTIFICATION**

I have read and agree to comply with the conditions of this permit, including the prohibition on commercial use of fields for compensation.

I further agree that **fields may not be used for compensated instruction or classes to prioritize public access or team practices/games.**

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Printed Name*

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

**FOR STAFF USE ONLY  
CITY OF ALPINE APPROVAL**

Approved:

Conditions / Restrictions:

Yes  No

Parks & Recreation Director / Designee:

Date



City of Alpine  
 100 North 13th Street  
 Alpine, Texas 79830  
 (432) 837-4037

## Field Reservation Form

Field Name: \_\_\_\_\_

Group Name: \_\_\_\_\_

Person Reserving Field/Park: \_\_\_\_\_ Date: \_\_\_\_\_

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

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Reason for Reservation (please check one): Practice  Game (2hr)  Games(all day)  Other(indicate times needed below)

### Requested Days

Day:	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Start Time:							
End Time:							

**Reservation Limitations:** Overall of (2) days per week, (2) hours per day. Multiple field reservation per coach/team not permitted.

**Prohibited Use:** Pursuant to Section 74-13 of the Alpine Code of Ordinances, commercial activities, classes, or programs for compensation are prohibited in City parks unless specifically authorized by permit. **2. Priority of Use for Practice and Game Fields:** Fields are reserved **free of charge for team practices and games** to encourage and promote field use for teams over commercial activity or personal profit, **with the exception of authorized fund raisers or special events.** Permits for commercial use at practice and games fields will not be approved, **with the exception of authorized fund raisers or special events.**

The City of Alpine and its agents, employees and contractors shall not be liable for, and user hereby releases all claims for damage to or loss of personal property sustained by user or any person claiming through user resulting from any fire, accident, occurrence, theft or condition in or upon the City of Alpine premises or which they shall be a part of, or if adjoining or contiguous property or buildings, provided same are not due to negligence of the City of Alpine, its agents, or employees.

Any damages or losses on the City of Alpine premises or adjoining property or buildings, reserve is responsible for reporting all damages/losses to the property owner.

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

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

Authorized: \_\_\_\_\_

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

Updated: 11/2025



# KOKERNOT PAVILION

1500 N. Fighting Buck St  
Alpine, Texas 79830

## RESERVATION FORM

LESSEE INFORMATION			
Event Date(s)	Event Start Time <small style="text-align: center;">A.M / P.M</small>	Event End Time <small style="text-align: center;">A.M / P.M</small>	Total hours
First Name	Last Name		Primary Telephone Number
If this is an organization event, please add name		Type of event	
Mailing Address		Email Address	
Emergency Contact Person <i>(First Name, Last Name)</i>		Emergency Telephone Number	
<b>*Deposit refund will be issued to organization unless otherwise noted</b>			

RATES & FEES	Commercial General Public
<b>Full Day Rental</b> (9:00 a.m. to 9:00 p.m.)	\$30.00
<b>Deposit</b> (Refundable)	\$30.00
<b>TOTAL DUE</b>	\$

## RULES & REGULATIONS

1. Payment of the full rental fees & rental facility deposit is due at the time of application by cash, check, or money order. **The facility will not be reserved until full payment is made.**
2. Deposits are 100% refundable provided conditions are met and no trash is left behind.
3. Kokernot Pavilion must be left as it was found. Lessee and all event attendees must comply with all City of Alpine park rules and regulations and all applicable City ordinances while using Kokernot Park and the Kokernot Pavilion.
4. No barbeque/grilling under the canopy is allowed.
5. All decorations must be removed. Water balloons, water-filled jumping balloons, confetti, glitter, and similar small debris items are prohibited inside the Pavilion and on Pavilion grounds due to cleanup impacts and litter concerns.
6. All trash, paper, cans, etc. from floors, tables, and parking lots that were caused by the event must be picked up.
7. Any damage to Kokernot Pavilion will be charged to the lessee.
8. Absolutely no alcohol is allowed. If any alcohol is discovered, the lessee will be cited by the authorities.
9. Cancellations must be 10 days before the event in order for refund.
10. City policy is no exception to the reservation fees and deposit.

I, hereby agree to and shall relieve, hold harmless and indemnify the City of Alpine, Texas from any and all claims or damages from any person or persons whatsoever as a result to the use of the facilities aforesaid, agree to pay for the use of the Pavilion at the Kokernot Park and acknowledge and agree to the above rules & regulations.

---

Lessee Printed Name Lessee Signature Date

**FOR OFFICE USE ONLY – VERIFIED BY**

---

Staff Printed Name Staff Signature Date



# PUEBLO NUEVO PAVILION

1500 E. Gallego St  
Alpine, Texas 79830

## RESERVATION FORM

LESSEE INFORMATION			
Event Date(s)	Event Start Time <small style="text-align: center;">A.M / P.M</small>	Event End Time <small style="text-align: center;">A.M / P.M</small>	Total hours
First Name	Last Name		Primary Telephone Number
If this is an organization event, please add name		Type of event	
Mailing Address		Email Address	
Emergency Contact Person <i>(First Name, Last Name)</i>		Emergency Telephone Number	
<b>*Deposit refund will be issued to organization unless otherwise noted</b>			

RATES & FEES	Commercial General Public
<b>Full Day Rental</b> (9:00 a.m. to 9:00 p.m.)	\$30.00
<b>Deposit</b> (Refundable)	\$30.00
<b>TOTAL DUE</b>	\$

## RULES & REGULATIONS

1. Payment of the full rental fees & rental facility deposit is due at the time of application by cash, check, or money order. **The facility will not be reserved until full payment is made.**
2. Deposits are 100% refundable provided conditions are met and no trash is left behind.
3. The pavilion must be left as it was found. Lessee and all event attendees must comply with all City of Alpine park rules and regulations and all applicable City ordinances while using Kokernot Park and the Kokernot Pavilion.
4. No barbeque/grilling under the canopy is allowed.
5. No barbeque/grilling under the canopy is allowed.
6. All decorations must be removed. Water balloons, water-filled jumping balloons, confetti, glitter, and similar small debris items are prohibited inside the Pavilion and on Pavilion grounds due to cleanup impacts and litter concerns.
7. All trash, paper, cans, etc. from floors, tables, and parking lots that was caused by the event must be picked up.
8. Any damage to the Pavilion will be charged to the lessee.
9. Absolutely no alcohol is allowed. If any alcohol is discovered, the lessee will be cited by the authorities.
10. Cancellations must be 10 days before the event in order for refund.
11. City policy is no exception to the reservation fees and deposit.

I, hereby agree to and shall relieve, hold harmless and indemnify the City of Alpine, Texas from any and all claims or damages from any person or persons whatsoever as a result to the use of the facilities aforesaid, agree to pay for the use of the Pavilion at the Pueblo Nuevo Park and acknowledge and agree to the above rules & regulations.

---

Lessee Printed Name	Lessee Signature	Date
---------------------	------------------	------

**FOR OFFICE USE ONLY – VERIFIED BY**

---

Staff Printed Name	Staff Signature	Date
--------------------	-----------------	------



# KOKERNOT PARK PAVILION

**Reserved To:** \_\_\_\_\_

**Reserved Date:** \_\_\_\_\_

**Reserved Time:** \_\_\_\_\_

**In case of emergency, please call (432) 837-3486**



# PUEBLO NUEVO PARK PAVILION

**Reserved To:** \_\_\_\_\_

**Reserved Date:** \_\_\_\_\_

**Reserved Time:** \_\_\_\_\_

**In case of emergency, please call (432) 837-3486**

# Pavilion Deposit Refund Clearance

\*This form is to be completed by the Parks Department\*

Kokernot Pavilion     Pueblo Nuevo Pavilion

**Deposits are 100% refundable provided that the following conditions are met:**

- All trash i.e., paper,cans,food etc. has been picked up and discarded from floors, tables/bleachers and the pavilion's immediate surrounding area.
- All decorations used for the occasion have been removed.
- The pavilion and its surrounding area is clear from any decorations or party related items i.e., pinata remains, candy, confetti, ruptured water balloons etc.
- The parking lot is clear from any trash and/or decorations as caused by the event.
- No evidence of barbeque/grilling was found under the pavilion's canopy
- No evidence of alcohol use was detected.
- The pavilion is left as it was found.

**Deposit refund decision:**

- Deposit is approved for refund
- Deposit is NOT approved for refund, find the comments below:

---

---

---

---

---

---

---

---

---

---

<b>FOR OFFICE USE ONLY-VERIFIED BY</b>		
Name of Lessee		Date of Event
Staff Printed Name	Staff Signature	Date