RESERVATION GUIDELINES
PROCEDURES, POLICIES, RULES & PERMITS OVERVIEW

Thank you for considering an Austin park location for your event. The City of Austin’s Parks and Recreation Department (PARD) Office of Special Events coordinates reservations at designated facility and picnic sites within the City of Austin Parks System. (NOTE: Reservations for Athletic Fields, Recreation and Activity Centers are made by contacting those facilities directly to obtain information about availability and rates.)

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ONLINE RESOURCES

| PARD Office of Special Events Website | http://www.austintexas.gov/parkevents |
| Photos | Picnic Sites Map With Images |
| Contact Us | Event Building Photo Gallery |
| Online Calendar | reservations@austintexas.gov |

- See dates labeled “OPEN”.
- **Event buildings/facilities:** select “browse facilities”, and then on the next page select “event facility” in the FEATURES box.
- **Picnic sites/shelters:** select “browse facilities”, and then on the next page select “picnic tables & pavilion”, or “picnic tables only” in the FEATURES box.
WHAT PERMIT or RESERVATION PROCESS DO I FOLLOW?

Park Recreational Use Reservation

*Examples:* office party, family birthday party, family reunion, wedding or similar rental.

**PROCESS:** Call to book available sites. 512-974-6797, Monday through Friday except City holidays.

**TIMING REQUIREMENTS:** Reservations begin: 10 months by [lottery form](#), 6 months for call in reservations. See [reservation options](#).

**CUT OFF:** Reservation must be made & confirmed 14 days prior to event day based upon availability.

Entirety of event must be contained to the rented park space and all of the following are true:

**Allowed:**
- Tents – up to two 10’ x 10’ pop-up canopies
- Food served (not sold)
- Permits available:
  - Alcohol Consumption (no sales)
  - Moonwalk Permits (where allowed)
  - Amplified Sound (where allowed)

**Prohibited:**
- Alcohol sales
- Food sales
- Structures, stages, etc
- NO Street or Right of Way Impact
- Petting zoos, water slides, glass, Styrofoam

<table>
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<tr>
<th>Park Only Event</th>
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*Examples:* Park event with food sales and NO alcohol sales.

**PROCESS:** Call to check availability, and then submit Special Request Form.

**TIMING REQUIREMENTS:** Minimum of 4-6 weeks prior to proposed event day. Timelines are highly affected by facility availability & existing permit workload. 2 or more months are strongly recommended.

**CUT OFF:** Reservation must be made & confirmed 14 days prior to event day based upon availability/permit demand workload.

Entirety of event must be contained to the rented park space and all of the following are true:

**Allowed:**
- Food served/sold
- Tents – up to 400’ square (walls/no walls), and NOT within 20’ of a building/structure. No combination of tents 700’ square or more. All tents 12’ or more apart.
- Permits available:
  - Alcohol Consumption (no sales)
  - Moonwalk Permits (where allowed)
  - Amplified Sound (where allowed)

**Prohibited:**
- Exceeds 1,000 people
- Public alcohol service/sales
- Structures, stages, etc
- Street or Right of Way Impact
- Fencing, structures
- Tents – NO tents greater than 400’ square feet (walls/no walls). NO tents greater than 400’ square feet and within 20’ of a building/structure. NO tents/comboination of tents 700’ square feet or more. NO AIR inflated tents/structures greater than 100’ square feet.
Park Special Event that Includes Austin Center for Events

Example: Park event with food sales/service and alcohol service/sales. These are typically large festivals, fundraisers or similar.

PROCESS: Call to check availability, then submit ACE Application.

TIMING REQUIREMENTS:
Application period begins:
- Returning event - 364 calendar days
- New event - 335 calendar days

CUT OFF: 30 days if 2499 or less people/day, or
120 days if 2500+ people/day
180 days if 2 or more city facilities, and includes streets/sidewalks/right of way or estimated $100,000 city billable services

Event with one or more of the following:

☐ EXCEEDS park space (impacts sidewalks, streets, etc)
☐ More than 1,000 expected attendees
☐ Alcohol Sales, Public Alcohol Service
☐ Fencing
☐ Structures - Building Permits required for:
  o Structures/Platforms/Tents with uprights on a platforms that are:
    ▪ >=120 square feet, occupancy >9, or elevated structure floor >7” around perimeter height.
  o Bleachers/telescoping seating/grandstands
  o Trailer based stages with a current valid license are exempt.
☐ Tents - Greater than 400’ square (walls/no walls), and/or within 20’ of a building/structure. Combination of side by side tents 700’ square or more. Air inflated structures greater than 100’ square.
☐ Multiple Park Sites
☐ Street or Right of Way Impacts
RESERVATION TIMING and LIMITS:

PICNIC SITES/SHELTERS and FACILITIES

- **Reservation Timing**
  - Applicable to: Park Recreational Reservations, and Park Only Events
  - PARD is unable to accept reservations less than 14 calendar days from the desired event date.
  - PARD may consider late requests in extenuating emergency circumstances such as a funeral or memorial service considered on a case by case basis.

- **Limit per site:** 1 reservation per site per day is allowed.

- **Holiday Policy:** On a limited number of Federal Holidays and Observances the Parks and Recreation Department does not accept reservations due to heavy public use. See observed holidays.

SPECIAL EVENTS TIMING

Special events are defined by City Ordinance as events over 1,000 people, operate under the Events Ordinance, Special Event Policy and PARD contract terms and requirements.

**TIMING REQUIREMENTS:** Application period begins: 364 returning events, 335 new events.

**CUT OFF:** 30 days - 6 months prior to event day depending on size/scope, availability and workload.

RESERVATION PROCESSES:

There are two (2) ways to request a reservation.

1. **Early Reservation Lottery (10 months in advance).**
   - Lottery form entries are accepted ten (10) months prior to the requested month of interest.
   - Forms must be received between the 1st and 20th day of the submittal month. Only 1 form per event/site will be accepted. Multiple submissions or “stuffing” will result in the removal of all suspected entries without notice.
   - A random drawing is conducted from received entries by the end of the submittal month. Drawn entries receive a bill and use agreement by email.
   - **SEE Reservation Period Reference Chart** (next page)
   - **FORM REQUIRED:** Early Reservation Lottery Request.

2. **General Booking Period (6 months in advance).**
   - First-come first-served basis six (6) months in advance of the requested date.
   - Reservations may be made by phone or walk in. Please have alternate sites and dates in mind when you make contact with the PARD-Office of Special Events to make your reservation. **Online Calendar** – search “facilities” - look ONLY for dates labeled “OPEN”.

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RESERVATION PERIODS AT A GLANCE

Search booking periods on this page by month of desired reservation.

See the next page for booking periods based upon the current month.

RESERVATION PERIODS BY MONTH OF DESIRED RESERVATION

<table>
<thead>
<tr>
<th>DESIRED RESERVATION MONTH</th>
<th>LOTTERY BOOKING</th>
<th>GENERAL CALL-IN BOOKINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Submit this lottery form between the 1st and 20th day of</td>
<td>Call us starting in</td>
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<tr>
<td>January</td>
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<td>December</td>
<td>February</td>
<td>June</td>
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</tbody>
</table>

The Lottery –
- Most commonly used to secure a location early for events such as weddings or anniversaries.
- NOTE – if the noted (10th) month has passed, you must wait until the call in booking period.

Call in Bookings –
- After the lottery, bookings are made by phone starting in the month indicated below.
- Start 6 months in advance.

SEE observed holidays.
RESERVATION PERIODS BY CURRENT MONTH

<table>
<thead>
<tr>
<th>THIS MONTH IS:</th>
<th>LOTTERY FORMS ARE ACCEPTED FOR:</th>
<th>CALL TO BOOK A DATE THROUGH THE END OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>November Events of the same year</td>
<td>July this year</td>
</tr>
<tr>
<td>February</td>
<td>December Events of the same year</td>
<td>August this year</td>
</tr>
<tr>
<td>March</td>
<td>January Events next year</td>
<td>September this year</td>
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<tr>
<td>April</td>
<td>February Events next year</td>
<td>October this year</td>
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<tr>
<td>May</td>
<td>March Events next year</td>
<td>November this year</td>
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<td>June</td>
<td>April Events next year</td>
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<td>July</td>
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<td>June next year</td>
</tr>
</tbody>
</table>

- Most commonly used to secure a location early for events such as weddings or anniversaries.
- Forms are due between the 1st and 20th of the submittal month.
- **LOTTERY FORM**

SEE observed holidays.
CONFIRMING RESERVATIONS:

CONFIRMING TENTATIVE RESERVATIONS:

- **TENTATIVE HOLDS:** Until all payments, processing and documents are submitted the reservation is considered to be in a TENTATIVE HOLD status.
  - Holds are in effect for **NO MORE THAN 14 calendar days.**
  - If a reservation is made 21-14 days in advance of the reservation date, then all payments, processing and documents must be expedited and are due within **7 days or less** in order to comply with regulation requiring CONFIRMED status of a reservation 14 days before the reservation date.

- **CONFIRMED RESERVATION:** All payments, processing and documents are required to be completed **no less than 14 days prior** to the reservation date, thus releasing the TENTATIVE HOLD status and moving the reservation to a CONFIRMED status.
  - A reservation card will be placed at confirmed use sites the morning of the event.

PAYMENT and PAYMENT DEADLINES:

**PAYMENT TYPES ACCEPTED:** ONLINE, CASH, CHECK OR MONEY ORDER

- Anytime: [Online (see online payment guide)](https://www.example.com), Cash, or Money Order
- 14 or more days from the permit/use date: Checks
  - A service charge will be assessed for all returned checks.

**PAYMENT DEADLINES and NON-PAYMENT CANCELLATIONS:**

- Payments are due no later than 14 days from the day the site(s) was first scheduled.
  - If you book a site or facility today (for example), **full payment is due within 14 days.**
- Payments are due IMMEDIATELY for bookings made at the 14 day cut off.
- **AUTOMATIC CANCELLATION:** If payment is NOT received within 14 days, the tentative reservation is **automatically cancelled without notice.** If a reservation has been cancelled for non-payment and is eligible/available for rebooking prior to the cut off period, immediate payment is required at the time of rebooking.
  - Payments are required BEFORE permits are released.
  - **NOTE:** Make sure to sign & email or enclose & mail the Signature Sheet with the payment.
  - **NOTE:** If paying a fee **14 days or less** from the event date, then payment is accepted by ONLINE PAYMENT or CASH ONLY.

**PAYMENT METHODS FOR CHECKS, CASH, OR MONEY ORDERS:**

1. In person: 8:30 a.m. – 4:30 p.m., Monday through Friday (excluding Holidays)
2. By mail to: Austin Parks and Recreation Department,
   ATTN: Office of Special Events,
   200 South Lamar, Austin, Texas, 78704.
   Please include the name, date, and park in the “note” line on check.
**DAMAGE DEPOSITS:** Deposits are refunded after parks staff have inspected the area reserved. Reservations that qualify for a full or partial deposit refund will receive a payment from the City of Austin within 4-6 weeks after the event. If the deposit does not cover the cost of damages, a bill will be issued for the remaining balance. Failure to pay additional costs within a 30-day period will result in the denial of future reservation requests and referral of account for legal collection. Leaving the property late, any glass found on site, and/or noise complaints are grounds for immediate loss of the full deposit.

**CANCELLATION:**

**CANCELLATION POLICY – PICNIC SITES AND EVENT FACILITIES:**
- Cancellations received **greater than 14 calendar days** from the reservation date are fully refunded.
- Cancellations received **less than 14 calendar days** from the reservation date are subject to a charge of one-half (1/2) of the use fee.
- “No shows” do not receive a refund of fees.
- Cancellations due to rain/weather will be fully refunded without penalty.

**PUBLIC AND PRIVATE EVENTS DEFINED:**

**PUBLIC EVENT:** An event is considered public if any of the following apply:

- there is NOT a finite and/or limited guest list;
- a person of the public may purchase or acquire a ticket for entrance or participation;
- a person of the public may attend the event; or
- is advertised by website, email, print, or radio media to the public.

**PRIVATE EVENT:** Events are considered private where a limited and finite count of guests is expected. *Examples would be weddings, birthday parties, or private receptions, which are NOT open to the public.*

**INSURANCE:**

Minimally, [Standard Insurance](#) is required for all public events.

Liquor liability is additionally required for all permitted public events with alcohol on site.
PARK PERMITS or APPROVALS:

Permits are issued to and payable by the applicant or organization hosting the event.

AMPLIFIED SOUND PERMITS
Fee: Commercial/Advertising ($30), Private Party ($20), Public Interest, Political, Non-Profit ($10)

- Permits are ONLY issued to confirmed (paid) reservations for the DIRECT RENTED SITE.
- 10 a.m. – 10 p.m. maximum per park curfew. When allowed, all amplified sound requires a permit.
  - Examples of amplified sound include boom boxes, DJs, bands, speakers connected to cell phones, etc. Sound permits are NOT issued for vehicles in parks.
- By City Code, the parks sound ordinance is limited to 85 db, as measured at the lesser of 100 feet, or the boundary of the park in front of the source.
- Sound is NOT permitted within 100 feet of residentially zoned property. Restrictions apply to sound between 100-600 feet of residential property: 8 p.m. limit Sunday through Thursday, and 10 p.m. limit Friday and Saturday.
- At all times possible, amplification devices/speakers should be oriented to direct sound away from adjacent reservations and area neighborhoods.

MOONWALK, INFLATABLES, AND ROCK WALL PERMITS
Fee: $10/device, $50 water for dunking booths

- Permits for moonwalks, rock walls, and dunking booths are issued to PAID reservations at ALLOWABLE SITES. Please note your intent at the time the reservation is made.
- Companies must have on file or provide the City with required insurance and be inspected/certified by the State of Texas. Vending without a permit subjects user and/or company to suspension from permitting eligibility.
- Miniature Trains, Petting Zoos, Carnival Rides, Water/splash slides, Wish lanterns, water balloons, and balloon releases are NOT permitted at any time.

ALCOHOL CONSUMPTION APPROVAL
By City Code, the possession, sale and/or consumption of alcoholic beverages is prohibited without an approval. An approval may be granted with a confirmed (“paid”) reservation where allowed. Glass and Styrofoam are prohibited at ALL TIMES.

ALCOHOL SALES PERMIT - PARD, Fee and State Issued TABC Permit
- PERMIT APPLICATION ALERT – ADVANCED TIMING REQUIREMENT – 30 DAY CUT OFF – Applications may be submitted 4-6 months in advance.
- Any event requesting permission to sell alcohol, or that requires a TABC permit. (In general, alcohol is considered a “sale” if funds are required for purchase, alcohol comes
with a ticket required for admission, or where the price of “attending” includes alcohol.)

- **Fee:** $30 PARD review
- Review the [Alcohol Permitting Process Overview - Checklist and Steps](#).
  - Requirements at a Glance: Texas Alcoholic Beverage Commission Permit, Health Permit, Insurance Certificate (general, auto and liquor liability). Valid Sales and Tax ID, licensed peace officers must be hired for all event hours, and in a building or fenced park site with monitored event doors/gates.

**HEALTH PERMITS (FOOD PERMIT):**
Private uses (examples: family birthday parties/weddings) may bring their own food from home, or have catered delivery of food and beverage as long as NONE of the items are served/sold to the public.

Any public event, OR any event providing or selling food or beverage that is open/cooked/open container/heat or cold sensitive food or drink must have a Temporary Food Event Health Permit, Insurance, and must be approved by the Parks Department. Pre-packaged factory sealed items that are NOT heat or cold sensitive may not need a permit. *Having a health permit does NOT authorize vending in the park system. A park concession permit is also required by law.*

**CRAWFISH BOIL APPROVAL BY THE PARKS DEPARTMENT**
**FEE:** $100 DAMAGE DEPOSIT
- PARD approval is required for all crawfish boils on park property.
- [Crawfish Boil Requirements(PDF)](#)

**PARK CONCESSION PERMITS:**
**Fee:** $50 per day
Sales of food (with valid health permits) and/or merchandise may be allowed at approved (confirmed) reservations. All sellers must have a valid Texas Sales and Use Permit (tax id). Stand alone concessions, or concessions outside or near an approved event where allowed must apply for a permit.

**TENT GUIDELINES AND FIRE CODE REQUIREMENTS:**
- **TYPES AND SIZE LIMITS**
  - **Pop Up Canopies:** Up to 2 pop-up style tents are allowed directly at the RENTED site. NO cooking is allowed under pop-up style tents.
  - **Tents greater than 20’x20’** are generally not allowed at picnic rental sites unless extenuating circumstances exist. Event facility sites have restrictions per facility. Find information for each facility in the “facilities” section online.
- **PARD REQUIREMENTS**
• Before confirming a tent rental or setup/delivery time is considered with a company contact and get approval from the Park Office of Special Events.
• Water barrell or weights ONLY. Tents may ONLY set up during the rental period, and must be installed and removed within the rental period.

• APPROVAL/PERMITS
  • PARD ONLY APPROVAL – Canopy ONLY tents up to 400 square feet (20’x20’).
  • PARD & AFD APPROVAL REQUIRED - Tents greater than 400 square feet (walls/no walls). Combination of side by side tents 700’ square or more.
    • Austin Fire Department (AFD) - 512-974-0180
      AFDSpecialEvents@austintexas.gov
  • Find tent information in the “policies” section online.

PROHIBITED ITEMS

• Balloon Releases
• Bubble Soccer
• Carnival Rides
• Confetti, Silly String
• Fireworks, Sparklers
• Glass Containers/ Bottles
• Miniature Trains
• Petting Zoos
• Smoking/Vaping
• Styrofoam
• Water Slides
• Wish Lanterns

SPECIAL REQUIREMENTS AND SPECIAL EVENTS

Public Events at Picnic Sites/Facilities/Parks, Events over 500 People, OR Special Events (1000+ persons) may trigger additional permits or requirements.

Ask for “Additional Requirements” information for these events. All events over 1000 are considered Special Events, and require a contract, considerable advance planning, and trigger additional requirements. Please contact the Office of Special Events to coordinate a meeting if your event is over 1000 persons.

Special Requirements: At ANY time, the Office of Special Events reserves the right to request additional requirements from the renter dependent upon place, time and manner of the event. Presenting the most detailed information on your event will ensure your event’s success.
OVERVIEW of COMMON POLICIES and PARK RULES:

The following policies, rules and permits apply to all properties. The property may be subject to additional restrictions and/or requirements which are noted in the informational packet for each property. Please read this information carefully.

Event Organizer and Responsible Party: The company/organization, or person (for private party) booking the property is considered the event organizer and financially responsible party for the event. A Resident: Is anyone within the corporate city limits or who receives Austin Energy electrical services. A Non-resident: Is anyone not within the corporate city limits or who do not receive Austin Energy electrical services. Commercial events: Any event presented by a commercial entity to the public, which seeks to promote, advertise, introduce a product, corporation, company or other commercial entity to the general public or to a portion of the general public (non-private event).

Bills are issued to the event owner/company or host who is legally responsible for the event.

Arrival and Departure Time Policy: Use periods include both set up and take down/clean up time and are made for your arrival and departure time. Plan accordingly. Use beyond and/or requiring Parks staff having to remain on property past departure time will result in additional charges. Most Reservation periods, unless otherwise noted, are limited to 10 a.m. - 10 p.m.

Curfew: By City Code, park curfew is between 10 p.m. and 5 a.m. daily, and is strictly enforced. Special permission must be requested in writing and granted by the Director in advance (14 days) to remain on site during park curfew hours. A special request form is available online to assist you with making curfew extension requests where need is clearly demonstrated. Find the form in the “forms” section online.

Park Rules and Conduct: The person or organization reserving City property IS responsible for the enforcement of the Parks and Recreation Department Rules and City Code (City Code Chapter 8) during the reservation, and in addition, is responsible for the conduct and behavior of their guests. Park Rules and Code may be found online: http://www.austintexas.gov/. Violation or disregard for Park Rules and policies may result in the following consequences: ineligibility to make future reservations, removal, fine, arrest or legal action, cancellation of reservation, and/or forfeiture of all fees and deposit

Glass and Styrofoam Policy: Glass and Styrofoam are NOT allowed in any City of Austin parks. In favor of our environment, use of paper, aluminum and other recyclable materials is encouraged.

Clean Up and Recycling General Policy: Grounds are required to be cleaned and returned to their original condition. Hard surfaces are required to be wiped and cleaned of loose materials which should be placed in trash receptacles (trash, litter, food waste, etc.). Failure to make any
attempt to clean up may result in denial of future reservations and/or loss of deposit. Recycling and use of recyclable materials is strongly encouraged. When recycling, remember that recyclable materials **MAY NOT** be cross contaminated with food products. Help support citywide greening efforts by dropping your event recycling into your household recycling bin.

**Damages, and/or Extra Time Policy:** Damages to amenities, sprinkler and water lines, time and usage not approved at the time of reservation, extra time taken to depart, or “out of the ordinary” maintenance required after the reservation is completed, will result in deductions from your deposit. If the deposit does not cover the cost, a bill will be issued for the balance.

**Parking and Parking Fees:** Parking is available at most sites on a first-come first-served basis. Fees for parking apply at some sites.
- Zilker Park, weekends March-September, and holidays, $5/car.

**Water and Electricity Availability:** Where available, water and electricity will be made available if requested IN ADVANCE at the time of reservation. See site information packets for availability.

**Hike and Bike Trails Policy:** NO portion of the trail system may be blocked or used at any time for events.

**Barbequing/Grilling:** Fires may only be lit ONLY in a device provided for such activities. Portable camp stoves or portable barbecue grills of **metal construction** may be used in designated campsites or picnic areas, **AND shall be attended at all times by an adult until fully extinguished**. All coals, ash and grilling related debris must be removed from the site by the renter/user at their own expense, and may **NOT** be disposed of on park property. **Park Burning Restriction** may be enacted at any time due to existing drought conditions. **During restrictions grilling is allowed by PROPANE ONLY at a reserved site.**

**Public Notice Policy:** ANY event that receives a permit or permission to close an area open to the public MUST post public notice signs a minimum of 14 days in advance of the event. At a minimum, signage should be produced in high contrast color with a plain font, and MUST contain, event name, event date, event start/stop time, and contact information.

**Holiday Policy:** There are a limited number of Federal Holidays and Observances on which the Parks and Recreation Department **does not accept reservations** due to heavy public use (“**observed holidays**”).

**Smoking (Code):** By City Code, smoking/vaping are **NOT** permitted in any City of Austin Buildings or parks.
VERSION INFORMATION/UPDATES

OBSERVED HOLIDAYS – NO RESERVATION PERIODS:

On a limited number of Federal Holidays or Observances and other dates, the Parks and Recreation Department does not coordinate reservations for picnic sites or facilities due to the high volume of public use. **On these dates, all picnic sites are first-come first-served for shared picnic use.** Facilities are NOT regularly reserved on these days.

**ALERT:** On holiday weekends, **PERMITS CANNOT BE ISSUED** for moonwalks/rockwalls, or amplified sound (DJ’s, bands, stereos).

**NOTE:** In order to effectively manage the operations of the park system, the department may extend or alter the “length of observance” depending on operational needs.

<table>
<thead>
<tr>
<th>Month</th>
<th>Holiday</th>
<th>Length of Observance *</th>
<th>Type of Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>New Year’s Day</td>
<td>New Year’s Eve and New Year’s Day</td>
<td>Federal Holiday</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>City Holiday</td>
</tr>
<tr>
<td>January</td>
<td>MLK Day</td>
<td>Day Only</td>
<td>Federal Holiday</td>
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<tr>
<td></td>
<td>3rd Monday in January</td>
<td></td>
<td>City Holiday</td>
</tr>
<tr>
<td>February</td>
<td>President’s Day</td>
<td>Day Only</td>
<td>Federal Holiday</td>
</tr>
<tr>
<td></td>
<td>3rd Monday in February</td>
<td></td>
<td>City Holiday</td>
</tr>
<tr>
<td>March / April</td>
<td>Easter weekend</td>
<td>Friday through Holiday</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>Mothers Day Weekend</td>
<td>Weekend of Holiday</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2nd Sunday in May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>Memorial Day Weekend</td>
<td>Friday through Holiday</td>
<td>Federal Holiday</td>
</tr>
<tr>
<td></td>
<td>last Monday in May</td>
<td></td>
<td>City Holiday</td>
</tr>
<tr>
<td>June</td>
<td>Fathers Day Weekend</td>
<td>Weekend of Holiday</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3rd Sunday in June</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>Independence Day - July 4th</td>
<td>Day Only</td>
<td>Federal Holiday</td>
</tr>
<tr>
<td></td>
<td></td>
<td>May include weekend if day falls on Friday through Monday.</td>
<td>City Holiday</td>
</tr>
<tr>
<td>September</td>
<td>Labor Day Weekend</td>
<td>Friday through Holiday</td>
<td>Federal Holiday</td>
</tr>
<tr>
<td></td>
<td>1st Monday in September</td>
<td></td>
<td>City Holiday</td>
</tr>
<tr>
<td>November</td>
<td>Veteran’s Day</td>
<td>Day Only</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>City Holiday</td>
</tr>
<tr>
<td>November</td>
<td>Thanksgiving - 4th Thursday in November</td>
<td>Day before holiday Friday through Sunday after</td>
<td>Federal Holiday</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>City Holiday</td>
</tr>
<tr>
<td>December</td>
<td>Christmas Eve and Christmas Day</td>
<td>Holidays &amp; Day before/after. May include weekend if dates</td>
<td>Federal Holiday</td>
</tr>
<tr>
<td></td>
<td>24th and 25th respectively</td>
<td>fall on Friday or Monday.</td>
<td>(25th) City Holidays</td>
</tr>
</tbody>
</table>