



DISC GOLF RESERVATION PROCEDURES, POLICIES and RULES

Reservation Procedure

- Reservation inquiries may be directed to the District at 512-716-0759; however, reservations may not be made over the phone.
- Requests for reservations may only be made by individuals who are at least 18 years of age.
- Reservations are accepted on a first-come, first-served basis. Reservation requests may be submitted no more than three months in advance of the requested date.
- Reservations are confirmed only upon the District's receipt of **both** the completed "Disc Golf Reservation Form" and the required fee and deposit **and** the District's issuance of a written or email reservation confirmation.
- Completed forms, fees and deposits must be **mailed** to the District at:
Northtown MUD
P.O. Box 2405
Pflugerville, Texas 78691
- The "Disc Golf Reservation Form" and required fee and deposit must be received by the District at least 60 days prior to the reservation date.
- Only one Saturday or Sunday reservation will be allowed per month unless otherwise approved by the Board.
- The District's reservation confirmation must be posted at the course on the day of the reservation.

Payment Method

- All fees and deposits must be paid in the form of a **Cashier's Check or Money Order payable to Northtown MUD** only.
- Personal checks and cash will not be accepted.
- Payment must be received with the completed Disc Golf Reservation Form

Reservation Fees

- *Northtown MUD Residents:* *\$100.00 non-refundable fee (proof of residency required);
\$100 refundable deposit*
- *Non-Residents:* *\$300.00 non-refundable fee; \$100 refundable deposit*

Cancellation Procedure

- Reservation fees are **non-refundable** even if the reservation is cancelled. Deposits are refundable provided that the disc golf course is left in the same condition existing prior to the event, all trash and debris (including cigarette butts) removed from the course and all signage removed at the end of the reservation period.

Event Hours

- The park hours are from dark to dusk. All event-related trash and debris must be cleaned up, all signage removed and all guests must depart by dusk.

Signage/Decorations

- Signage must be approved by the District Manager in advance and may not be posted more than one week in advance of an event. All signage must be removed at the end of the event.
- No nails, staples, thumbtacks or other means of affixing decorations may be used. No damage to the course, course signage or trees may be caused by decorations or signage.
- Balloons and streamers may be used as decorations provided that they are attached with tape only and all decorations and tape are removed at the end of the use.
- Confetti and piñatas containing confetti or similar material are not permitted.
- All decorations must be completely taken down at the end of event and disposed of in designated trash receptacles or removed and disposed of off the premises.

Damages

- If the District's facilities or grounds are damaged during the reservation period, the reservation holder's deposit will be applied to the cost of repair. If the deposit is insufficient to cover the cost of the damages and cost of sign removal and clean up, the reservation holder will be responsible for the additional costs. Any damage to the District's facilities may affect the reservation holder's eligibility for future rentals.
- Failure to pay additional costs within 30 days from the date they are billed to the reservation holder may affect the reservation holder's eligibility for future rentals and result in legal action. If decorations or signage are not removed or if trash and debris is not cleaned up, the deposit will be forfeited.

Responsible Party

- The reservation holder will be financially responsible for any damage to the District's facilities or grounds occurring during the reservation period.

Parking

- Parking is permitted in marked parking spaces only.
- Parking/driving on the grass or under the pavilion is strictly prohibited.
- No vendor trailers permitted in the parking lot.

General Rules

- Trails and restrooms are for public use and must be maintained open and accessible, even during reservation periods. These areas may not be blocked off or access-restricted.
- All trash generated during the event must be properly disposed of. If the trash receptacles are full, additional trash must be placed in plastic trash bags that are tied close and placed next to the roll-up door on the side of the pavilion.
- All rules contained in the District's "Order Establishing Rules and Regulations Governing Parks and Recreational Facilities and Greenbelt, including Wet Pond Facilities" are applicable to use of the disc golf course and can be found on <http://northtownmud.org/>.



Disc Golf Course Reservation Form

Event Date: _____ *In District* \$100.00 Non-refundable Paid _____
 \$100.00 Refundable Deposit Paid _____

 Out of District \$300.00 Non-refundable Deposit _____
 \$100.00 Refundable Deposit _____

Event Start Time: _____ Event End Time: _____
Type of function: _____ Number of guests expected: _____
Name: _____
Address: _____
Home Phone: _____ Mobile Phone: _____
E-Mail Address: _____

I, the undersigned, understand that I am responsible for all items listed below and have initialed each place indicated. If additional clean-up or repairs are more than my fee, the charges will be assessed and I will be billed. I agree to pay Northtown MUD within 30 days of receipt of itemized charges.

RESERVATION FOR DISC GOLF COURSE: (must initial each line):

- ____ I agree to take down ALL decorations and place trash in trash cans.
- ____ I agree to make sure that NO alcohol is served at my event.
- ____ I understand that all Park and Playground areas close at dusk.
- ____ If trash cans are full, bag and tie trash bags and place them next to roll up door on the side of the pavilion.
- ____ I have read and understand the "Order Establishing Rules and Regulations Governing Parks and Recreational Facilities and Greenbelt, including Wet Pond Facilities".

User's Signature

Date

FOR OFFICE USE ONLY

Amount Paid: \$ _____ Check #: _____ District Confirmation # _____
Entered in Computer: Date: _____ Initial: _____
Deposit Refunded: Date: _____ Amount: _____ Check #: _____