



# FAQ's Frisco Park Rentals & Events

## Pavilion Rentals and Special Events in Parks

### Q: Where do I start?

A: Visit the facilities of interest during park hours or view amenities and maps online. Review park usage information PDF and Amenities Information to ensure requested event features are permitted in City parks.

### Q: How do I make a reservation?

A: A [Reservation Request Form](#) must be completed online. Staff will contact you via email to discuss availability and next steps. Special Events or events with 150 people or more will require additional permits, additional documents and approval from the City's Special Event Review Committee. Your reservation is not complete until you have been approved and paid all applicable fees and the permit/contract has been signed.

### Q: How far in advance should I submit my request form?

A: Request forms can be submitted online up to (6) months in advance, but not less than 7 days prior to the event. A completed request form does not guarantee a reservation at the facility but does que your place in line for reservations.

### Q: When is my rental payment due?

A: Rental fees are due within 7 days of event approval. Your reservationist will assist in making arrangements for online payments by credit card or in-person payments by credit, check or cash.

### Q: What is the cancellation policy?

A: Pavilion rental cancellations must be made at least 14 days in advance to receive a full refund. No cancellations within 14 days of the event will be accepted prior to your event based on a predicted weather forecast.

### Q: What is the inclement weather policy?

A: Reservations are made at your own risk. If there is inclement weather during your rental hours, you have three days from the event date to notify the reservationist by email and receive a full refund. The City of Frisco reserves the right to determine inclement weather conditions.

### Q: Are tables and chairs available for use during my rental?

A: Yes, there are picnic tables at each pavilion except for Shawnee Sports Complex.

**Q: Can I bring in my own food or have a caterer/food truck?**

A: You can bring in your own food or have the event catered. Food trucks must be approved as part of your event permit for any park but are not permitted at Frisco Commons. Events that are open to the public, must obtain a Health Permit.

**Q: Can I charge admission for my event?**

A: Event admission must be free and event organizers may not seek on-site donations to attend an activity at the park, or promote, advertise, or solicit a cause, service, business, event, etc. However, 501 (c)(3) organizations may apply for a permit to fundraise; please complete the Reservation Request Form.

**Q: Can I grill at the park?**

A: Yes, some of our parks have grills for use. If you are hosting a large event and desire to bring in your own grill, it must always stay on the concrete. Coals must be extinguished, cooled, and disposed in receptacles.

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

A: Outlets are available, but electricity is not guaranteed. Please prepare a backup plan if needed.

**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. Water slides are not permitted.

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

A: Bounce houses and other inflatable devices are currently allowed at Frisco Commons, Warren, and Shawnee as part of a pavilion rental with prior approval and payment of a priority use fee. Water slides are NOT allowed. Generators may be needed. Proof of insurance required from rental vendor. Bounce houses must be secured with weights or sandbags. No staking allowed.

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

A: Yes, a standard 10'x10' tent or smaller is allowed. Tents must be secured with weights or sandbags. No staking allowed. Larger tents may be approved with event permit.

**Q: Are pony rides/petting zoos allowed at my party?**

A: No, we do not allow pony rides or petting zoos in our parks.

**Q: Are gender reveal party parties or color throws allowed in the park?**

A: No. Confetti, balloon releases, color cloud, color bomb, etc. are not allowed in our parks.

**Q: What happens if another group is using our pavilion?**

A: The rental contract, that you signed to complete your reservation, acts as the Permit authorizing use of the facility. Please inform other parties in your reserved space of the rental when you arrive so they can move to a different area. If you have issues during your rental, please contact the Parks & Recreation Department on-call at 469-850-9616.