



**CITY OF TEXARKANA, TEXAS  
PARKS & RECREATION DEPARTMENT  
SOUTHWEST CENTER USAGE AGREEMENT  
Rooms and Pavilion Reservation Policies 2025-26**

Texarkana, Texas Parks & Recreation Dept. offers both indoor and outdoor facilities. There is a selection of 4 rooms at the SWC, and 9 pavilions in six of the city's parks. To reserve an indoor room, or a pavilion, or inquire about amenities and availability, please visit the Parks and Recreation Dept within the City of TXK website to find details, reserve, and make payment, or call 903-798-3978 option #1 for more details.

**How to Reserve:**

Because of the popularity of the indoor rooms and pavilions, requests for reservation are on a first come first serve basis accepted by either visiting the Texarkana Parks & Recreation website to reserve a room or pavilion, by calling and requesting the room or pavilion, and/or by Walk-in. All reservations will be confirmed upon receipt of Payment in full.

**Southwest Center details and occupancy – ABC room-\$100. 60ppl, Activity room-\$75. 40ppl, D-Room-\$25. 20ppl, Front room-\$25. 20ppl.**

Activities at the SWC shall begin no earlier than 9:00 AM Monday-Saturday. All activities Monday-Friday must end by 6:00 PM, and Saturday must end by 5:00 PM including clean up and removal of personal property on designated reservation time. No extra time is allowed.

There are three groups who may be authorized to use the Southwest Center for a meeting or event:

1. **Group I - Public Agencies** - Federal, State, County and City Agencies, other Agencies which serve the citizens of Texarkana, Texas, and depend primarily on public funds for existence, Youth Civic Organizations co-sponsored by the Parks and Recreation Department, and co-sponsored City Athletic Leagues.
2. **Group II - Civic and Service Organizations** - Chartered organizations which provide and/or promote programs for community improvement including, but not limited to, Chamber of Commerce, Jaycees, Civic Clubs, YMCA, YWCA, Boy Scouts, Girl Scouts, Fraternities, Sororities, and Lodges, etc.
3. **Group III - Social Groups and Functions** - Groups of a private nature seeking space for social purposes, including, but not limited to, family reunions, wedding receptions, social clubs, and banquets, etc.

**Children under the age of 16 must be accompanied by an adult.**

The Parks and Recreation Director or his designee has the right to enter any portion of the facility at any time for any reason. The Parks and Recreation Director or his designee has the authority to cancel any event or use of the facility without notice or warning. Municipal needs

take precedents over any and all activities held at Southwest Center.

**Any damage to the facility or any portion of the facility not left in a neat and clean manner will result in permanent loss of use of Southwest Center or any property controlled by the Parks & Recreation Department. (Please do not tape anything to the walls or doors or hang anything from the ceiling)**

**In times of inclement weather, events may be canceled for the safety and well-being of the general public. The point of contact will be notified in the event of cancellations.**

The Designated Contact Person should have Southwest Center Staff inspect the rental area at the conclusion of their event and have that staff member verify that the facility was returned in a satisfactory manner. We are not responsible for lost or stolen items, damage to property left within the facility, or for food items left in the kitchen.

**Refunds for SWC rooms will not be honored if you cancel your event less than 24 hours prior to the start of your event. Must return receipt and paperwork prior to cancellation.**

Refunds will only be made to the entity that reserved the facility and has a city receipt bearing their name. Refund Checks will be mailed within two weeks to the responsible party.

**Neighborhood Parks details and occupancy - Bell/New Town-40ppl, Karrh-40ppl, and Scott Joplin-40ppl. \$20 user fee HALF DAY use 8:00 AM-2:00PM or 3:00 PM-10:00 PM (\$25 fee for ALL DAY use) 8:00 AM-10:00 PM.**

**Community Parks details and occupancy – Grady T. Wallace #1-50ppl, #2-50ppl, Spring Lake Park #1-50ppl, #2-50ppl, #3-50ppl, and Bringle West-50ppl. \$40 user fee HALF DAY use 8:00 AM-2:00PM or 3:00 PM-10:00 PM (\$50 fee for ALL DAY use) 8:00 AM-10:00 PM**

**Payment:**

All fees must be paid in full at time of purchase online or in-person. In person 8am – 7pm, Monday through Friday, 9am-6pm, Saturday (excluding City Holidays) at Southwest Center. There will be a \$30.00 service charge for all returned checks. Renter will be responsible for all rental fees where applicable and all direct costs.

If another group is using the pavilion, kindly show them the reservation confirmation letter and request them to move to another area since you have the pavilion reserved for this date and time.

**Cancellation/Refunds:**

Pavilion reservations are **Non-Refundable**. A change of date for a cancelled reservation will be allowed for one occurrence if the rescheduled date is available. Outdoor activities are subject to inclement weather; refunds will **not** be issued due to poor weather conditions. The fee may also be transferred if requesting alternative parks facility (i.e. Ball Field Rental, Community Center Rental) and with the permission of the Parks & Recreation Director.

**Electricity:**

**Basic electricity is available at all Pavilion locations. Electrical service will support limited use of items such as radios, CD players, and/or small cookware, (roaster, slow cooker, crocks pot, etc.). Overloading outlets with appliances will cause power failure, limited to a 20-amp usage.**  

**Policies:**

**The person or organization reserving the facility shall be responsible for the enforcement of all Department, and the City of Texarkana, Texas policies/procedures and ordinances during the period of**

the reservation. The person or organization is also responsible for the conduct and behavior of the group using the facilities. [REDACTED]

Special events are regulated by the Code of Ordinances, Chapter 36, Public Amusements or Special Events. For the purposes of this policy a special event is defined as:

1. An event coordinated by an individual or group that advertises to the public and invites the public to its, event, or
2. parties, dances, parades, weddings, celebrations, or other gatherings which would likely result in traffic congestion, parking problems, crowds, sanitation problems, excessive noise, security or safety concerns, violations of any city ordinance, or any other circumstances likely to cause a breach of the peace or adversely affect the health and safety of the public or any participant at the special event.

Special events will be allowed and authorized only in Community Parks (Bringle Park, Spring Lake Park, and Wallace Park). All special events must be submitted to the Parks and Recreation Director for preliminary review. If the event is deemed by the Parks and Recreation Director to be a special event as defined by the Ordinance, the applicant must submit the appropriate Special Event application which is located on the City website. The application will be forwarded to the City Secretary for review by the City Safety Committee in accordance with the Ordinance. [REDACTED]

Small private gatherings or other events which do not meet the definition of “special event” as defined in the Ordinance may be approved by the Parks and Recreation Director or his designee.

Fund raising activities are allowed on park property only when the event is sponsored by a non-profit (501c3) organization and co-sponsored by the City or the fund raising is done prior to the scheduled event at an off-site location. [REDACTED]

No commercial vending except authorized by contract or written permission issued by the Parks & Recreation Director. City facilities shall not be used to host activities which may result in profit for any private sector business. It shall be prohibited for any person in a park to expose or offer for sale any article or thing, or to station or place any stand, cart, or vehicle for the transportation, sale or display of any such article or thing. An exception is made as to any regularly licensed concessionaire acting by and under the authority and regulation of the director. [REDACTED]

No water balloons or Confetti may be used at any of the pavilions. [REDACTED]

Individual sale, consumption or possession of alcoholic beverages is prohibited. [REDACTED]

Amplified music or speaking is prohibited except as authorized by the Parks and Recreation Director or designee. Small stereos, compact disk players, instruments, etc. may be used as long as they are not amplified and do not disturb other park users. [REDACTED]

No Inflatable type structures, such as bounce houses, slides, and etc. They are only allowed during special events and with the proper liability insurance proof. [REDACTED]

The Parks & Recreation Department reserves the right to “block out” specific dates and times due to Community Wide Special Events that may be scheduled.

No glass containers or bottles are allowed in the Southwest Center and park except authorized by written permission issued by the Parks & Recreation Director or designee.

Vehicles must remain on roads and be parked in designated parking areas.

An individual or private party may not have more than two current reservations at a time on the books.

Applicant agrees to immediately discontinue the event if traffic congestion, neighborhood noise complaints or disturbances create problems in or about the Southwest Center and/or park. Applicant understands and agrees to pay for all extraordinary personnel costs that are directly associated with a Police response to abate any of the aforementioned public nuisances.

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signature ----- date-----  
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