



San Jacinto Plaza Use Policy

Description: This policy shall serve as a general guideline to regulate the use of the San Jacinto Plaza for private or public functions. Applicants desiring to use the San Jacinto Plaza for an event may secure a permit from the City of Rockwall staff for events that meet the following criteria. Events that do not meet the following criteria must make a public request to the City Council for consideration.

1. Public access into and through the Plaza must be maintained at all times. A minimum of two ten foot wide pedestrian access aisles must be maintained at all times.
2. The Plaza is only available for use by non-profit organizations or governmental agencies. Private, for profit companies with the intent of using revenue from an event to make a donation to a non-profit agency may request a permit from the City Council.
3. The sale of alcohol is prohibited during any event.
4. No group may receive an event permit more than two times within a calendar year for the use of the San Jacinto Plaza.
5. Rental of San Jacinto Plaza is available on the following week days: Monday, Tuesday, Wednesday and Thursday.
6. Each event is limited to a maximum of eight consecutive hours which includes set-up, event operations and clean-up.
7. Each event will require a \$250 cleaning fee and may be returned if the Plaza is left in the same or better condition as it was prior to the event.
8. Any group that desires to use the power supply in the Plaza will be required to pay \$15 per hour for the duration of the use.
9. No rental supplies, furniture, equipment or supplies may be left on the Plaza at the conclusion of the event.
10. Each agency or group hosting an event on the San Jacinto Plaza will not be covered by any type of insurance unless it is provided by the event host. It is required that each group hosting an event on the Plaza, purchase a separate special event policy or be covered by the policy of the non-profit agency hosting the event.
11. Requests for events should be made with a minimum of 30 days advanced notice. A permit will not be granted for an event more than one year in advance.
12. Certain events will require a City of Rockwall Special Event Permit available through the City of Rockwall Neighborhood Improvement Services Department. The applicant is responsible for any additional permits such as food service permits, special event permits, etc.
13. No decorations or signage may be displayed from the light poles, banners, banner arms or building facades without building owner approval.
14. Vehicles are not permitted in the Plaza.

15. Event requests shall be submitted to the City of Rockwall Main Street Manager/Community Relations staff person, Bethany Browning. Bethany can be reached at 972-771-7700 or bbrowning@rockwall.com.