

# Neighborhood Event Trailer Policies and Guidelines

The City of Duncanville prides itself on citizen engagement and providing opportunities for resident interaction to help create a vibrant community of inclusion. The Neighborhood Event Trailer provides the basic equipment and supplies for neighborhood and small public events. The trailer is free of charge for Duncanville residents and no deposit is required.

The following policies and procedures guide its use and availability:

1. The Neighborhood Event Trailer is available for one event per weekend and is available Friday through Sunday between the hours of 8:00 am – 9:00 pm. Weekday usage may be considered for holidays and special events. Reservations must be made a minimum of three days in advance of your event.
2. The person making the reservation must be a Duncanville resident and age 18 or older and the trailer must be utilized in the City of Duncanville.
3. Reservation requests may be made online or in person at the Recreation Center, 201 James Collins Blvd. Staff will contact the requesting person to confirm event details and provide instructions for trailer usage.
4. The event trailer will be transported by city staff to the site of the event and removed by the same. At no time shall the trailer be moved by others. In most cases the trailer will be delivered on Friday and picked up on Monday.
5. The event trailer will be onsite a minimum of two hours prior to the beginning of the event and it is the responsibility of the event organizer to remove the equipment and supplies from the trailer for event set-up.
6. At the conclusion of the event, the event organizer is responsible for collection and placement of all equipment and supplies back into the trailer.
7. The event organizer is responsible to ensure all equipment and supplies are handled and treated appropriately. Any intentional misuse will be subject to future denial of trailer usage and possible replacement costs can be incurred. Failure of the equipment and supplies due to normal wear and tear will not be charged to the event organizer.
8. Specific departmental staff such as Police and Fire may be requested to attend the event to interact with our citizens; however, staff presence is dependent on availability and not guaranteed. In addition, should an emergency arise during the event, City Staff may have to leave the event. To provide the best opportunity for staff to attend your event, please reserve the trailer at least two weeks in advance.
9. There are no deposits or fees required for the usage of the trailer. Damage fees may be assessed for misuse of the trailer, equipment, and supplies.
10. Reservation of the trailer does not imply approval of any street closures or required permits for the event. Please be sure to inquire and secure all required approvals and permits for your event.

For any questions or reservation information, please email [eventtrailer@duncanville.com](mailto:eventtrailer@duncanville.com) or call 972-780-5076.