

Pavilion Rental Policy:

- 1. All groups, individuals and organizations reserving park pavilions and special areas will be charged in accordance with the established rate schedule. Schools using the park pavilions Monday through Friday as part of their normal classroom activities will not be charged a rental fee, but may be required to obtain a Special Events License.**
- 2. Organizations/groups that have reserved park pavilions and/or special areas for special events shall have thirty (30) days after the date of the special event to reserve the park pavilion and/or special use areas for the same weekend and/or date for the following year. After thirty (30) days the Parks and Recreation Department will make the pavilion available to other interested parties.**
- 3. All other reservations for park pavilions or facilities are on a first-come, first-served basis and may be made no more than one (1) year in advance.**
- 4. All applications for facility reservations must be made at least five (5) business days in advance of the reservation date. Applications not made before this time period will be charged an additional \$10.00 for each reservation.**
- 5. Groups and/or organizations may be required to reserve multiple pavilions and/or special areas if the Parks and Recreation Department determines the event or activity warrants the additional reservations.**
- 6. The fee schedule noted in this policy shall become effective January 1, 2010, and shall remain in effect until it is modified, changed, and/or repealed. The remainder of the policy will be effective upon adoption by the City Council.**

Cancellation/Refunds:

A full refund of the rental fee will be made if the reservation is cancelled more than 90 days in advance of the event. A full refund of the rental fee for a cancellation at a park pavilion or facility less than 90 days in advance of the event will be made only if the facility can be rented to another party for the date canceled. Refunds are subject to a \$10.00 processing fee.

A full refund of the rental fee will be made if the reservation is cancelled by the Parks and Recreation Department due to park closings, construction activities, etc. These refunds are not subject to the \$10.00 processing fee.