



## Pavilion Rental Rules & Guidelines

As the individual or organization of this reservation, you are responsible for the conduct of your group. This reservation is non-transferable.

Please read all the following rules and regulations regarding your Pavilion rental:

### **1. Timeline for accepting reservations:**

- Pavilions are available for rental from April – October. *Restrooms are not always guaranteed to be open depending on cold weather (and the potential for freezing pipes).*
- In keeping with the City's Fiscal Calendar Year, rentals can be made from October of the current year to September of the following year.
- Rentals must be done at least 14 days (2 weeks) in advance.
- All fees and/or deposits are due at the time of reservation. **RENTER MUST HAVE PERMIT ONSITE DURING RENTAL IN ORDER TO SHOW PROOF OF PAVILION RENTAL.**

### **2. Rental Hours:**

- Rental hours are noon-midnight.
- The pavilion will be ready at your rental start time. If the renter occupies the pavilion before the start time and the pavilion has not been cleaned, trash will not be removed and the pavilion will not be cleaned.
- Park hours are 6:00 am to 12:00 Midnight.

### **3. Electric/Light Key:**

- Light Key (if applicable) **MUST** be picked up at the Parks & Recreation Administration Office - 405 Jefferson Street, Lower Level of City Hall, Monday-Friday from 8:00 am-5:00 pm.
- *The Parks Office is not open on weekends and holidays.*
- The key may be returned to the Parks & Recreation Administration Office OR the yellow key drop box at the Parks & Recreation Maintenance Shop -1220 South Lakeshore Drive the following business day after the rental. *The yellow box is located on the east side of the building.*

### **4. Cancellation Policy:**

- A reservation canceled 30 calendar days in advance will receive a full refund less a \$20 Processing Fee, which will be deducted from the Reservation Fee. The full Damage Deposit will be returned.
- A reservation canceled less than 30 calendar days in advance will result in forfeiture of the entire Reservation Fee (no refund). The full Damage Deposit will be returned.
- Pavilion rentals are not refundable due to inclement weather.
- Cancellations can be made Monday-Friday, 8:00 am-5:00 pm by calling the Parks & Recreation Administration Office, at (636) 390-1080, or emailing [parcs@washmo.gov](mailto:parcs@washmo.gov).
- Refunds are generally processed within 30 days.

### **5. Emergency Call Out Fee:**

- A \$90 Emergency Call Out Charge will incur if a City employee is called into work for an issue during a rental (i.e. *tripped electrical breaker, failure to pick up electric key, etc.*).
- The Non-Emergency/Dispatch Phone Number is (636) 390-1050.

### **6. Damage Deposit Refunds:**

- The Damage Deposit is generally processed within 30 days.
- Credit Card transactions can only be processed back to the card within 180 days of the reservation.
- Damage Deposit may be held at the discretion of the City for any period necessary to determine the full extent of the damages.

7. Any person/group using a pavilion without a permit shall vacate the pavilion if someone with a valid permit arrives to use the pavilion. *For rental disagreements, please call the Police Non-Emergency Number - (636) 390-1050. Have permit/receipt available to show proof of reservation when police arrive.*

**8. Setup/Cleanup:/Renter Responsibility:**

- The renter is responsible for turning off pavilion lights and returning the key.
- Renter is responsible for all setup and cleanup. Trash shall be deposited in provided cans. The renter shall return the premises the way they found it.
- No decorations shall be nailed, tacked, stapled, or screwed to any part of the pavilion. Adhesive putty is acceptable. The use of glitter and confetti is prohibited.
- Open flame fires are allowed in BBQ pits only and must be extinguished before leaving. Disposing of coals in the park is prohibited.
- The city is not responsible for any equipment or other items left at a pavilion.
- Renter will be held responsible for all damages to the pavilion during the scheduled rental.
  - i. Any damage or clean-up charges to the pavilion, park, or park facility resulting from the rental will be deducted from the deposit and/or additionally billed to the renter.
- Renter is required to maintain Comprehensive General Liability Insurance. If rental is through an organization, the renter must provide a Certificate of Insurance naming the City of Washington as an Additional Insured along with an Endorsement Page, 3 weeks before the rental.
- All state liquor laws and regulations must be followed. Depending on the type of rental, a liquor license and insurance may be required. The need for this coverage will be handled on a case-by-case basis.

**9. Electric:**

- Electric outlets at Main Park, Rennick Riverfront, Optimist, and Fairgrounds pavilions are located in the roof rafters.
- Only one item can be plugged into each outlet, as breakers may trip.

**10. Rental Area:**

- Rental of a pavilion guarantees use of the pavilion only. Pavilion rentals do not guarantee the use of accessory items near the pavilions (i.e. restrooms, playgrounds, trails, grass areas, etc.).
- If a rental is large enough to spill outside of a pavilion, an Open Space/Parking Lot Fee may be required/charged.
- The Open Spaces/Parking Lot Application should be submitted in addition to the pavilion reservation. The Parks & Recreation Director reserves the right to classify a rental as a “special event” within a park.
- When this designation is made, the renter will be required to complete the Open Space/Parking Lot Application to formally coordinate additional services necessary, safeguard City property, and ensure public safety. A “special event” within a park may be defined as any activity that occurs upon public property that affects the ordinary use of a park and park facilities.

**11. Prohibited:**

- The use of inflatables (bounce houses etc.) is prohibited in any park.
- The erection of any structure (tents, booths, posts, etc.) is prohibited unless prior approval has been granted.
- Bands, DJs, and amplified sound that can be heard from more than 50 feet are prohibited, unless prior approval has been granted.

- Motor vehicles are prohibited on all grassy areas and trails unless prior approval has been granted.
- Organized events without a reservation or anyone conducting business in a park is prohibited unless prior approval has been granted.
- Smoking is prohibited within 20 feet of all outdoor playgrounds and 10 feet of the outside of a building. *Washington Ordinance No. 13-11119, Section 260.030.*
- Glass beverage bottles are prohibited.

**12. City Rights:**

- The City reserves the right to cancel a reservation, with or without notice, and refund all monies paid in the event the pavilion becomes unavailable because of a physical and/or hazardous condition.
- If the renter violates any of the terms or conditions of the reservation, the City shall have the right to immediately terminate the rental without notice or refund.
- The Director of Parks & Recreation and his/her designee reserve the right to refuse the privilege of renting a pavilion if policies of the pavilion, park, or City are abused. Any individual/group with a second occurrence of policy abuse may be barred from future reservations.