



## TOWN COUNCIL ADOPTED POLICY

**SUBJECT: Timnath Community Park Pavilion Rental Policy**

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**ISSUE DATE**

**April 14, 2021**

**EFFECTIVE DATE**

**April 14, 2021**

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**INTENT**

The Town intends to rent the community park pavilion for the enjoyment of the Public. The purpose of this policy is to outline the rules for Timnath park pavilion rental and use.

**POLICY**

- I. **Rental Times** – Pavilion can be rented Monday through Sunday, during the normal park hours for private, non-commercial use. Businesses are welcome to rent the pavilion for company picnics or events. Business use of the pavilion requires sales tax and business licensing from the Town of Timnath and a special event permit, subject to Town approval.
- II. **Rental Reservations and cost** – Reservations must be made at least one week prior to event date with all fees paid at time of reservation and no earlier than ninety (90) days in advance. Fees are \$40 per day for non-residents and no charge for Timnath residents. A cleanup/damage deposit of \$50 will also be required from all renters and will be refunded if the pavilion is clean and undamaged.
- III. **Rental Use** - Private rental use shall include events with no more than 50 people. Private events to which the public is not invited must comply with all Town noise ordinances. Parks are public spaces and may not be blocked from public use. Only the pavilion may be reserved for private use, not the entire park, and subject to Town approval. Any interpretation regarding what constitutes appropriate Rental Use shall be at the discretion of the Town Manager.
- IV. **Rental Regulations**
  - a. Permits
    - i. **Permits** are available online at [timnath.org](http://timnath.org). A Town of Timnath pavilion rental permit is required to withhold use of the structure from the public and must be displayed at the venue on event day. Permits and fees are non-transferable and non-refundable. The permit holder is accountable for the actions of the guests and any resulting damages to the property. The permit holder or an additional named holder must be present at all times while the Pavilion is being used for event.



1. The Town will issue one full day permit per day on a first come first serve basis, subject to availability.
  2. Permit fees are per event.
  3. All permit holders must be 18 years or older.
  4. Approved permit must be displayed at Pavilion during private use.
- ii. Permit Requirements. The following items must be presented when purchasing a permit.
1. Signed Timnath Pavilion Rental Permit Application (available online and attached to this policy).
  2. Signed Timnath Pavilion Rental Permit Agreement and Waiver (available online and attached to this policy).
  3. Current phone number and address of permit holder.
  4. Copy of Driver's license with a current address and phone number.
- b. General Regulations
- i. All of the Rules and Regulations of the Timnath Community Park apply to the use of the pavilion at any time, including private reservations.
  - ii. No alcohol may be consumed on park premises.
  - iii. No glass bottles/containers.
  - iv. Visitors must not enter any private or restricted areas, including areas under construction or waiting repair.
  - v. Pavilion rental use is limited to the Town approved hours on the permit. An additional thirty (30) minutes after rental time is allowed for clean-up.
  - vi. Pavilion use is limited to posted park hours.
  - vii. No littering. All trash and debris must be placed in designated trash and recycling receptacles or removed from park.
  - viii. No signs or decorations are to be attached to the structure with permanent materials, including but not limited to staples, nails, glue, duct tape and/or permanent adhesives. Tape and removable adhesive strips are permitted but must be completely removed after event and cause no damage to structure or paint.
  - ix. Dogs on leashes are permitted. Owners must cleanup dog waste.
  - x. No motor vehicles are permitted outside of the designated parking area, including to drop off food or event supplies. Vehicles found anywhere except on established roadways or parking areas will be subject to ticketing and/or towing at owner's expense.
  - xi. No fires are permitted. Only portable electric and gas grills are allowed.
  - xii. The Town reserves the right to alter these rules if there are problems, repeat violations or other issues. The Town reserves the right to ban individuals or groups or revoke privileges for the park property for inappropriate behavior, unsafe use of pavilion or prohibited activities.
  - xiii. The Town reserves the right to alter hours of operation for special events or other reasons.
  - xiv. The pavilion may not be rented during Town events.