



## **Town of Timnath Park Pavilion Rental Policy**

### **POLICY**

- I. **Rental Times** – A Pavilion can be rented Monday through Sunday, during the normal park hours.
  
- II. **Permitted Uses**
  - a. A Pavilion can be rented for private non-commercial uses. Businesses are welcome to rent the pavilion for company picnics or events for their employees, which shall be considered non-commercial uses.
  - b. If a business wants to use the pavilion for commercial purposes, they are required to: pay Town sales taxes, obtain a Town of Timnath business license and obtain a special use permit if applicable, all subject to Town approval. The applicant must indicate at the time of making the reservation that the use will be for commercial purposes.

- III. **Rental Reservations and cost** – Reservations must be made at least one week prior to the event date and no earlier than 180 days in advance.

Reservation requests must be submitted through the Town's recreation portal and are subject to Town approval. Upon approval, an invoice will be issued for all applicable fees. reservation is not confirmed until full payment has been received.

There is no charge for Timnath residents. Non-residents will be charged a fee of \$40 per rental per day regardless of length of rental.

Payment is due immediately upon issuance of the invoice and must be received within ten (10) business days following approval, unless an exception has been made at the discretion of the Parks and Recreation Director or his designee. Any reservations with an outstanding balance ten (10) business days after approval will be cancelled by the Town

The Town reserves the right to cancel any reservation for non-payment.

- IV. **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 reservations are subject to Town approval. Any interpretation regarding what constitutes appropriate Rental Use shall be at the discretion of the Parks and Recreation Director. Anyone using the Pavilion during a rental does so at their own risk.

- V. **Rental Reservation Regulations**

- a. Reservations

- i. To make a reservation, a Pavilion Reservation Request form must be submitted. Each reservation event will be limited to a single day.
- ii. A Town of Timnath pavilion rental reservation is required to withhold use of the structure from the public and must be displayed at the venue on event day. Reservations and fees are non-transferable and non-refundable. The reservation holder is accountable for the actions of the guests and any resulting



damage to the property. The reservation holder must be present at all times while the Pavilion is being used during the reservation.

1. Reservations are on a first come first served basis, subject to availability. Reservations can be made hourly with a 30-minute buffer on the front and back end of the reservation.
  2. Reservation fees are per event.
  3. Reservations can only be made by an adult 18 years or older.
  4. Approved reservations must be displayed at the Pavilion during private use.
- iii. A Signed Town of Timnath Pavilion Rental Permit Agreement and Waiver is required (available online and attached to this policy).
- iv. The shade shelter adjacent to the Spray Pad and the shelter adjacent to the pickleball courts at Timnath Community Park are not reservable and are on a first come, first serve basis.

b. General Regulations

- i. All Rules and Regulations of the 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. No large inflatable/bounce houses allowed.
- v. Staking with stakes of any size to tether equipment to the ground is prohibited.
- vi. Visitors must not enter any private or restricted areas, including areas under construction or awaiting repair.
- vii. Pavilion rental use is limited to the Town-approved hours listed on the permit. An additional thirty (30) minutes after rental time is allowed for clean-up.
- viii. Pavilion use is limited to posted park hours.
- ix. No littering. All trash and debris must be placed in designated trash and recycling receptacles or removed from the park.
- x. 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 the event and cause no damage to structure or paint.
- xi. Dogs on leashes are permitted. Owners must clean up dog waste.
- xii. No motor vehicles are permitted outside of the designated parking area, including dropping off food or event supplies. Vehicles found anywhere except on established roadways or parking areas will be subject to ticketing and/or towing at the owner's expense.
- xiii. No fires are permitted. Only portable electric and gas grills are allowed.
- xiv. 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.
- xv. The Town reserves the right to alter hours of operation for special events or other reasons.
- xvi. The Pavilion may not be rented during Town events in the Park.



## Acknowledgement of Receipt of Park Pavilion Rental Policy

Any issues or rules not governed here shall be resolved at the discretion of the Town Parks and Recreation Director.

I hereby attest that I have carefully read and understand the Town of Timnath Park Pavilion Rental Policy (“Policy”) and voluntarily sign this document and the Town of Timnath Pavilion Rental Permit Agreement and Waiver (“Agreement”). I acknowledge that such Policy and Agreement shall be effective and binding upon me, my children, my family members, my heirs, licensees, executors, representatives, subrogors and estate, to the maximum extent permitted by law.

_____ Print Name	_____ Signature	_____ Date
_____ Print Name	_____ Signature	_____ Date