

La Vergne Parks and Recreation Pavilion Policy

1. Rental Rates

The reservation fee for the park pavilions is \$5 per hour to reserve a pavilion. In the event of inclement weather, there will be no refund; however, a rain check can be utilized within one calendar year from the original reservation date.

2. Rental of Pavilion

Reservation signs will be posted in the pavilion(s). However, please take a copy of your “Facility Use Agreement” with you for verification on the day of your reservation.

Pavilions are available at all other times on a first-come, first-serve basis.

- **Fees:** No one may charge an entrance fee to visitors for admittance into the facility. Similarly, no parking fee may be charged.
- **Rental of Pavilion:** Rentals only include the shelter area and adjacent grills, not the playgrounds or any other area around the pavilion. The general public is always welcome within the park.
- **Rain Outs:** If weather conditions prohibit use of the pavilion, you must notify the Parks and Recreation Office by phone no later than 4:30 PM on the first business day after the reservation day. Parks and Recreation will attempt to reschedule your group at no additional charges.
- **Clean up:** Please leave the park clean—sweep pavilion area, wipe off tables, and dispose of trash properly. Please return tables to their appropriate place under the pavilion.
- **Alcoholic beverages:** Alcoholic beverages are prohibited on City property.
- **Inflatable Structure:** Inflatable structures may only be used at either Pavilion and a waiver form must be submitted along with agreement.
- **Excessive water usage:** There will be an additional charge for excessive water usage.
- **Refunds:** A refund will only be given if a cancellation is made at least 14 days prior to the reservation date.

3. Company and Large Group Picnics

Company or large group picnics wishing to rent a pavilion for a company picnic may rent either pavilion. There is a \$200 refundable deposit and \$300 rental fee for company picnic use. If inflatable or other structures are used, a waiver must be completed and submitted along with agreement.

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4. General

- The renter, as indicated on the agreement, agrees to be present for the duration of the event and responsible for the guests attending the event.
- The renter, as indicated on the agreement, must be 21 years of age.
- The renter, as indicated on the agreement, is responsible for the building.
- Money cannot be collected by the renter or anyone for entrance into the building during the rental.
- There shall be absolutely no exchange of money, tickets, or any other form of financial gain allowed during the rental.
- No alcohol, drugs, or weapons allowed on City property at any time.

5. Damages

The renter agrees to reimburse the City for all costs incurred by it in repairing damages including, but not limited to, the facility, furnishings, fixtures, grounds, and/or additional cleaning required outside of the normal scope for said facility, which occurred in connection with the permitted activity and caused by the renter, sponsoring organizations and/or attendees. Reimbursement for such expenses that are in excess of the refundable deposit will be invoiced to the renter.