

Pavilion Renter Information

RENTAL INFORMATION

RENTAL FEES: Proof of residency is required, and payment must be made by the permit holder that is reserving the pavilion.

CANCELLATIONS: Reservation must be cancelled two weeks prior to your reservation date to be refunded. A \$25 processing fee is added to cancellations where a refund is given. There are no refunds for inclement weather. Pavilions have curtains to help against the elements.

SETUP TIME: The rental begins at the designated time set on the application. Early drop off or set up times must be coordinated with the Parks and Recreation Department. Depending on the pavilion rental schedule, the Public Works Department may need to clean the facility on a Saturday or Sunday morning. The cleanup prep time is normally between 8:00am-10:00am depending on department staffing. Please coordinate with the Parks and Recreation department if you intend on starting your rental prior to 10:00am.

CLEANUP TIME: All rentals need to be finished and cleaned up by 9:00pm. Park Resolution NO. 2017-2 states that the park closes at dusk, we ask that rentals are cleaned up and out of the pavilions by 9:00pm.

CONTACTING ADAMS TOWNSHIP: If there is a medical emergency or police matter call 911. If there is a maintenance emergency please call 911 and ask for the non-emergency operator who will get you in touch with the Adams Township Police Department who can call Parks and Recreation or Public Works staff to handle the situation. On a weekday you can call the Municipal Building at 724-625-2221 from 7:30am-4:00pm.

PAVILION INFORMATION

PARKING: All parking must be in a parking lot. No vehicles are allowed to park on grassy areas, the asphalt trails, and walkways, behind backstops or along the side of the fields/pavilion. ANY VEHICLE PARKED ILLEGALLY WILL BE TAGGED AND/OR TOWED AT THE DISCRETION OF THE TOWNSHIP.

LOCKING/UNLOCKING: The permit holder will be given a specific lock box code from the Parks and Recreation Department to access the key for the pavilion kitchen and restrooms. It is the responsibility of the permit holder to lock up the facility when finished with their reservation. If you are not able to get into the pavilion, please call 911 stating it is a non-emergency and ask for an officer to respond to your pavilion. If a facility is left unlocked the permit holder may be responsible for damage made to the pavilion.

LIGHTS: Pavilion lights are on a dusk to dawn sensor and cannot be turned on during the daytime.

GRILLS: Please bring your own charcoal and cooking utensils for the grill. DO NOT dispose of hot charcoal in grass areas and DO NOT pour water onto coals. Clean/scrap the grill when complete and close the lid. Public Works will dispose of the charcoal.

GARBAGE: Each pavilion comes with two 32-gallon garbage cans. You must bring your own garbage bags and empty all garbage into the dumpsters after your event. Trash cans are to be left empty.

PAVILION TV: Directions on the use are posted in the pavilion kitchens. Please make sure the remote is left in the kitchen upon completion of your rental. If the remote is lost, you will receive a fine of \$200 to replace the device.

PAVILION CURTAINS: After use of curtains, please fold them back to open pavilion back you. Use strap to tie up curtains when finished with the rental.

CORNHOLE SETS: Each pavilion comes with a cornhole set. The beanbags are in a black drawstring bag. Please make sure all beanbags are accounted and the cornhole set is left in the pavilion before leaving. If you are missing a beanbag, you will not receive your refund. The Rotary Pavilion does not have a portable set, the boards at that pavilion are concrete boards that are set in the lawn area.

EVENT INFORMATION

ALCOHOL: The permit holder must purchase an alcohol permit from the Parks and Recreation department to be authorized to have alcoholic beverages present at your facility rental.

GLASS: NO glass containers are allowed in the park.

DECORATIONS: Permanent fasteners, staples, thumbtacks, nails, etc. are NOT permitted to be used in the pavilion. Temporary fasteners, string or tape may be used and must be removed and disposed of in the garbage.

FOOD TRUCKS AND OUTSIDE VENDERS: There are to be no outside sales during the permitted pavilion rental. If the rental is part of a special event, permission must be granted by the Director of Parks and Recreation prior to finalizing the permit. Food trucks may be permitted if the vender is only serving the guests of the pavilion rental, and not selling their products to the guests or other park visitors.

INFLATABLES AND TENTS: The use of inflatables is prohibited from use at the park as part of a pavilion rental. Small shade structures and pop-up tents are permitted as long as they are anchored by weight and not staked into the ground. A marquee or large tent is not permitted for use without permission from the Director of Parks and Recreation.

CHALK AND SIDEWALK ART: The use of chalk or sidewalk art on the floors or walkways of the pavilion is prohibited. If used, the permit holder may be charged for the staffing and cleaning of the surfaces of the facility by Township staff.

PARK FACILITIES

SPLASH PAD: Pavilion rentals are not permitted to access the splash pad as a large group. Any large group must get permission from the Parks and Recreation Department to attend the splash pad with a group of 10 or more.

BALL FIELDS: Please note that there will be practices and/or games occurring between the hours of 8 a.m. and 10 p.m. on weekdays or weekends. The park is a public space and parking spots are not reserved for facilities and are first come first serve.

OTHER PARK FACILITIES: Please note that the playgrounds, fields, and other recreational amenities are open to all public park visitors from dawn to dusk. These other facilities do not come with a pavilion rental.

ADDITIONAL INFORMATION: Please be sure to check that all areas of the pavilion and restrooms are cleaned, all tables are returned to their original location and the lights are turned off. If you do not complete all items before leaving on the above list, the permit holder is subject to paying for staff to clean and re organize the facility.