

## Pavilion Reservation Policy

- I. Pavilions are free for public use on a first come - first serve basis. Reservations require a reservation fee.
- II. City of Fulton Parks & Recreation pavilions may be reserved by individuals, businesses, or other organizations for gatherings in compliance with the following terms of this policy.
  - A. Regularly scheduled Parks & Rec. Department activities will maintain first and highest priority.
  - B. Reservations may be made at City Hall after 8:00 AM, beginning the first working day of January each year.
  - C. Reservations must be made in person.
  - D. Reservations must be made by someone 18 years of age or older. Otherwise, parental supervision will be required during the entire event.
  - E. Pavilions may be reserved by only one group per day.
  - F. The reserved party is responsible for cleanup of the facility after its use. All trash is to be put in refuse containers located at the facility. The reserving party assumes responsibility for damage done to the facility or equipment and will be billed for the repair/clean-up costs, if incurred.
  - G. Decorations or signs may be put up with tape or tacks but must be removed when the event is finished. NO staples or nails. Signs, posters, or decorations **may not** be attached to trees!!
- III. Those wishing to reserve a pavilion will be required to pay a \$20 reservation fee at time of reservation.
- IV. In order to avoid any conflicts, the reservation receipt and other appropriate permits should be carried to the pavilion and a copy of the reservation posted in a visible area by 8:00 AM the day of the event.
- V. If there are any problems with a reservation upon arrival, call the Parks & Recreation Department at 592-3190(8AM - 5PM, Mon. - Fri.) or, if necessary, Fulton Police Department at 592-3100.
- VI. Commercial or promotional activities on park property will not be permitted. Selling of any article and/or concession item is prohibited on park property with the exception of approved charitable/non-profit fundraisers or Parks & Recreation Department sponsored/cosponsored events.
- VII. The \$20 reservation fee is not refundable but can be transferred up to one week before the initial reservation to any future available dates (facility rental only).
- VIII. The following events will require a special use permit and an extra \$50 fee to cover insurance costs:
  - any event requiring an alcohol or noise permit;
  - any event likely to attract more than 200 people;
  - any event necessitating use of grounds or facilities in a manner other than their specific recreational use;
  - any event requiring the use of temporary structures/facilities such as tents, canopies, portable toilets, etc.;
  - any charitable and/or fundraising event;
  - any event likely to attract more than 50 people to a location other than a park shelter;
  - any event to which the general public is invited or notified by media;
- IX. Payment of a reservation fee in no way relieves the renter or those attending the gathering from responsibility of compliance with ordinances of the City of Fulton and/or laws of the State of Missouri. Falsification of reservation application will be grounds for denial, revocation of permits, forfeiture of deposits and/or prosecution.
- X. Reservations may be made free of charge only by groups that currently have facility joint-use agreements with the City of Fulton. Requests for free usage must be in writing and approved by the Director of Parks & Recreation.