



# CENTERVILLE CITY



## Park Pavilion Reservation Policies

Reservations are taken in person at City Hall located at 250 N Main, Centerville beginning the first business day in March each year, and are reserved for April 15 through October 15. No reservations are taken for Sundays or Holidays; use of the pavilions on those days is on a first-come-first-served basis. Only the pavilion in a park is reserved unless reserved under another agreement such as a field-use agreement. The applicant signing the reservation form is the duly authorized representative for any and all damages, missing items and clean up. **All parks close at 10:00 p.m.**

### Park Facilities

All parks are equipped with the following:

- Reservable pavilion (see below)
- Parking
- Lights
- Restrooms
- Playground
- Drinking fountain/Culinary water source
- Electrical outlets
- Barbeque grills

Additional facilities at various parks:

- Additional pavilion (non-reservable) – Island View, Smoot
- Additional picnic tables – Founders
- Ball diamonds – Community
- Sports courts/nets – Community, Island View, Smoot, Porter-Walton
- Trail heads – Freedom Hills, Porter-Walton
- Walking paths – Community, Island View, Freedom Hills, Porter-Walton

### Reservable Pavilions

Park	Location	Pavilion Capacity
Community Park	1350 N 400 W	100
Founders Park	300 N 100 E	80
Freedom Hills Park	2150 N 150 E	64
Island View	750 E 500 S	40
Porter-Walton Park	95 S 400 W	48
Smoot Park	1550 N Main St	48

### Fees and Cancellations

	0 to 5 hours	5+ hours*
Residents	\$25.00	\$50.00
Non-Residents	\$50.00	\$100.00

Centerville City may refund park reservation fees according to the following:

1. If notice of cancellation is received by the Centerville City Finance Department (Business Office) seven (7) or more days prior to said park reservation, a full refund less \$10.00, will be issued by the City. No refund will be issued if reservation is cancelled less than seven (7) days in advance.
2. If a reservation is made within the seven-day non-refund period, no refund will be issued if said reservation is cancelled.
3. In cases where inclement weather (this refers to precipitation, not temperature) requires cancellation, upon notification of the Finance Department by the next business day and upon approval by the Parks and Recreation Director, a refund of 50% will be issued by the City, or alternately, fee may be applied to another reservation.

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\* Arrangements must be made with the Parks and Recreation Director and you will be required to fill out the Park Pavilion Reservation Addendum to reserve a pavilion for more than 5 hours for a group that exceeds the pavilion capacity. Reservation fees double if the size of the group exceeds the pavilion capacity and the reservation is for more than 5 hours.

## Animals

Dogs on leash are allowed in parks; owners must immediately clean up after them. Horses are only allowed at the Freedom Hills equestrian trailhead.

## Damage Policy

It is the user's responsibility to inspect the facility and report any problems and clean up immediately after the event. Charges will be assessed for any damages, cleaning, or other services required. Additional charges will be assessed based on time and material rates. Violation of the terms of use may result in denial of future reservation requests.

Additions, alterations, or changes to the park grounds, structures, or buildings are **not** permitted.

## Sales

No commercial use or sales are permitted within City parks unless conducted in connection with a City-sponsored event or otherwise approved by the Parks and Recreation Director in limited circumstances as part of a park reservation. Limited sales may be approved for sales to invitees of the event or park reservation. Commercial use or sales of any kind during an event will require the submission of a completed Park Pavilion Reservation Addendum.

## Open Space

Open space, playgrounds and public restrooms are open to the public. Any use of booths, inflatables, stages, etc. will require the submission of a completed Park Pavilion Reservation Addendum, approval from the Parks and Recreation Director and may be subject to additional restrictions and fees. Inflatables and other such toys will require the submission of a copy of a liability insurance policy. The policy needs to be at least \$1 million occurrence/\$2 million aggregate with Centerville City listed as an additional insured on the certificate. Any inflatables and such toys will need to be supervised by a responsible adult at all times to ensure the safety of its participants. No admission fees may be charged for events except in connection with a field-use agreement for ball fields.

Alcoholic beverages of any type are not permitted for sale or consumption in Centerville City parks.

**The Parks and Recreation Director reserves the right to cancel and/or relocate any reservation.**