



# 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.**



# CENTERVILLE CITY

## Park Pavilion Reservation

Park hours are from 8:00 a.m. to 10:00 p.m.

Applicant (Responsible Person) \_\_\_\_\_ Reservation Name \_\_\_\_\_

Requested Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Arrival Time \_\_\_\_:\_\_\_\_ am/pm Hours of Use \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

### Which Pavilion?

<u>Park</u>	<u>Location</u>	<u>Pavilion Capacity</u>
<input type="checkbox"/> Community Park	1350 N 400 W	100
<input type="checkbox"/> Founders	300 N 100 E	80
<input type="checkbox"/> Freedom Hills	2150 N 150 E	64
<input type="checkbox"/> Island View	750 E 500 S	40
<input type="checkbox"/> Porter-Walton	95 S 400 W	48
<input type="checkbox"/> Smoot	1550 N Main	48

Additional Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Information About Your Intended Use of the Pavilion

Purpose of Use: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Total Participants Expected \_\_\_\_\_

Will you be using inflatable and/or other such toys? Yes No

Do you intend to sell anything during your event? Yes No

Will you need any additional services from the City? Yes No

**If you answered yes to any of the above questions or your group exceeds the pavilion capacity for more than 5 hours, please fill out all applicable sections of the Park Pavilion Reservation Addendum.**

I hereby acknowledge that I have received, read and understand the Park Pavilion Reservation Policies.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# CENTERVILLE CITY

## Park Pavilion Reservation Addendum



You are only required to fill out this Park Pavilion Reservation Addendum if your event meets one or more of the following criteria:

- The applicant requires additional assistance from Centerville City for the event
- The pavilion is reserved for more than 5 hours and the group exceeds the pavilion capacity
- The applicant intends to use open space for inflatable or other such toys, tents, canopies, stages, sound equipment, etc.
- The applicant intends to sell anything during the event

Please fill out all applicable sections below, acknowledge any requirements by initialing and submit any additional required forms. Failure to complete this form or submit required documentation may significantly delay or necessitate the cancellation of your event. Submission of this addendum does not guarantee approval of your event and the Parks and Recreation Director reserves the right to make any necessary alterations, cancel and/or relocate the event.

### Assistance from Centerville City

Describe any assistance required from Centerville City departments (Police, Parks & Recreation, etc.) Charges for City services may apply. Attach an additional page if more space is needed. Due to the nature of the event, those expected to attend the event, others who may be present and/or the location of the event, the City may determine it to be in the best interests of the health, safety and welfare of the public to require the presence of public safety personnel at an additional cost to the applicant.

\_\_\_\_\_ I agree to provide a deposit and pay any additional fees established by the Parks & Recreation Director prior to the event.

### Groups Exceeding the Pavilion Capacity For More Than 5 Hours

A deposit and additional fees may be assessed to cover additional costs such as porta-potties, garbage dumpsters, security, barricades, etc. for any use of parks by groups that exceed the pavilion capacity for the particular park for more than 5 hours.. If you anticipate having 500 or more people at your event and your event is longer than two hours, you will need to apply for a Temporary Mass Gathering Permit offered through the Environmental Health Services Division of Davis County.

\_\_\_\_\_ I agree to provide a deposit and pay any additional fees established by the Parks & Recreation Director prior to the event.

\_\_\_\_\_ I agree to provide to Centerville City a copy of the Temporary Mass Gathering Permit for this event prior to the event.

### Sales and Food in the Park

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.

Will you be preparing food for the public?    Yes /    No

\_\_\_\_\_ I agree to comply with all rules and regulations established by the Davis County Environmental Health Services Division and provide proof of compliance with Centerville City.

\_\_\_\_\_ I agree to secure all necessary permits, business licenses, insurance, sales tax I.D.'s, provide all supplies, materials and equipment and abide by all laws and regulations governing the same.

### Use of Open Space

If you intend to use more than just the area under the reserved pavilion (defined here as open space), please attach a map showing the locations of porta-potties, drinking stations, inflatables, canopies, stages, sound equipment, etc. Note: Maps of the parks are available online or at City Hall.

\_\_\_\_\_ I agree to provide a map to Centerville City of the layout of my event. I understand the Parks & Recreation Director will need to approve the final layout. I agree to place all items as indicated on the approved site map.

### Inflatables and Other Such Toys

Inflatables and other such toys 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 shall be supervised by a responsible adult at all times to ensure the safety of its participants.

\_\_\_\_\_ I agree to provide to Centerville City a copy of the liability insurance policy as outlined above prior to the event.

\_\_\_\_\_ I agree to provide supervision of any inflatables or other such toys by a responsible adult at all times.