

# **Pavilion Rules and Regulations**

All pavilion use is subject to the following rules and regulations. Failure to adhere to these rules and regulations will result in the forfeiture of deposit and/or suspension of reservation privileges. The pavilion facilities are under the jurisdiction of the City of Onalaska and may be reserved on a space available basis by Onalaska residents, businesses, churches, and organizations.

1. The Garland Pavilion located at Onalaska City Park may be reserved through the City Hall, Monday through Friday, during business hours. For more information please call 936-646-5000
2. The Garland Pavilion may be used for social functions such as showers, parties or family reunions.
3. Reservations will be accepted from adults only, 18 years and older.
4. Parents, guardians, or sponsors shall be required to submit applications for reservations for youth groups or individuals under 18 years of age with on-site supervision during the event.
5. Individuals must be residents of the Polk County and show proof of residency with an Onalaska address when making reservations.
6. All reservations shall be made at least 2 weeks in advance from the requested use date and will be on a first come, first served basis.
7. Hours of operations for the pavilion are between 8AM - 10PM Monday through Sunday with a one-hour (1hr) minimum between each reservation.
8. Full deposit and rental fees must be paid in full to complete reservation at the time the application is returned to City Hall. Non-profit organizations are exempt from the rental charges, but a deposit is required. Non-profit organizations may be required to document tax-exempt status.
9. If the applicant expects 100 or more persons to attend the event it is required that at least 2 uniformed officers be on site for security purposes. It is the responsibility of the applicant to make arrangements for security either through the Onalaska Police Department or provide in-house security with prior approval by the City. Arrangements for security shall be made at least seven (7) days in advance of the event. All payments for Onalaska Police Department will be paid in advance at the current rate for such special services.
10. Only four (4) reservations on non-consecutive days will be granted per month to any one group or individual. Any additional reservation cannot be made until the first four reservations have been utilized. Of these four reservations per month, no more than two shall be allowed on Saturday or Sunday.
11. If canceling a reservation, the individual whose signature appears on the reservation application must notify the City of Onalaska at least twenty-four hours (24 hrs.) in advance for a full refund.
12. The City of Onalaska reserves the right to refuse or cancel any reservation at any time.

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13. The use of loudspeakers, amplifiers, or microphones, is prohibited except with the prior written approval of the Police Chief or Fire Marshal/Code Enforcement Officer.
14. Excessive noise or complaints from residents adjacent to the park may result in loss of deposit and forfeit the opportunity to reserve the facility in the future.
15. All fires must be maintained in a grill receptacle.
16. Vehicles will be restricted to designated parking areas only. Service vehicles will be allowed to use the designated loading and unloading zone.
17. All paper and waste shall be deposited in proper receptacles in order to keep facility clean and neat.
18. Responsibility for damage to or maintenance of facilities resulting from usage beyond normal usual wear will be assumed by the individual, group, or organization reserving the pavilion.
19. The person whose signature appears on the Garland Pavilion reservation application is fully responsible for all participants using the facility.
20. User shall not be permitted to nail, tack, tape, screw or otherwise physically attach materials to any part of the facility.
21. The applicant should inspect the facility prior to rental and report any damages to the City of Onalaska before usage.
22. The facility must be used "As Is". No special services will be provided by the City to make the existing facility usable for a specific purpose. The City will clean the pavilion as frequently as possible. It is the applicant's responsibility to provide any cleaning or products for their reservation date and time.
23. The individual, group, or organization is responsible for returning the pavilion to its original condition following its use in order for deposit to be reimbursed. Such determination will be made by the City of Onalaska.
24. A City of Onalaska representative will check the facility after each use and will determine compliance with all rules and regulations.
25. In case of inclement weather 50% of rental fees will be reimbursed.
26. The applicant must have a copy of the approved Garland Pavilion Reservation Application onsite during rental, to verify reservation in case of conflict.
27. The individual, group or organization will abide by all rules and regulations, set forth by the City of Onalaska, both written and verbal, and will not hold the City of Onalaska liable for any injury sustained while using the facility.

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