

**Pavilion Reservations:** The District's Pavilions may be reserved in accordance with the following terms and conditions:

- i. Any person who desires to reserve such facilities must complete a reservation application and pay all applicable fees, according to the number of hours that the pavilion is to be used.
- ii. A pavilion may be reserved up to 6 months in advance of proposed use.
- iii. The Board of Directors of the District shall establish pavilion reservation fees from time to time by adoption of a rate order.
- iv. Pavilions should be reserved at least 48 hours in advance.
- v. Pavilions will be made available on a "first come, first served" basis.
- vi. All pavilions may be reserved by District residents only, with the exception of the Community Center pavilion which may be reserved by non residents.
- vii. Only persons that are 18 years of age or older may reserve a pavilion, and must be present at the pavilion during the period of use.
- viii. Reservations require payment in full at the time of reservation request, and proof of residency must be submitted (as applicable).
- ix. Cancellations received no later than 48 hours in advance of proposed use will be entitled to a 50% refund. Cancellations within 48 hours will not be entitled to a refund.
- x. Reservations may be rescheduled not later than 48 hours prior to proposed use without penalty. Any change within 48 hours of proposed use shall result in the forfeiture of all fees previously paid. In such an event, new fees must be received in full to reserve the pavilion for the new date.
- xi. Persons that reserve a pavilion are subject to the following rules, in addition to all other rules and policies applicable to the District's parks: (i) no glass containers are permitted in pavilion areas; (ii) all trash, decorations and property must be removed by the end of the period of use; (iii) all balloons, streamers and similar decorations may be attached to the pavilion structures by tape only (tacks, nails, etc. are prohibited); and (iv) persons who reserve pavilions shall be responsible for all damage to the pavilion.

**Large Events:** Events with 125 people or more may be subject to certain additional requirements in order to protect the District's facilities, to allow for use by other users, and to minimize the impact on the use and enjoyment of property by persons living in proximity to the park facilities. Any person proposing such an event must call the District's General Manager at 255-7871 for authorization. Privileges of use may be suspended in the event a person or group conducting such a large event fails to obtain prior authorization or fails to abide by the conditions of approval imposed by the District's General Manager (or his designee).

Approved by Board of Directors 05-22-08

Effective 05-23-08