



Mark Roetzer, P.E.
Acting Director

Pavilion Rental Request Application

Applications must be submitted at least (45) days prior to the date requested.

Requested date must be during the normal park season (April – October).

All applications must be filled out completely and brought to the parks office at the address listed below.

Rental applications are processed in the order they are received. Submit early to increase the chance of securing your desired date.

Pavilion rental fees are due within (2) weeks of application submission.

Rental fees are \$35 for city residents and \$60 for non-city residents.

Reservations for the next calendar year cannot be made before January 1st of that year.

Event Details:

Event Date Requested:

Time Requested:

Estimated Crowd Size:

Brief Description of Event:

Contact Details:

- Contact must be readily available and reachable during date and time of the event above.

Name

Address:

Phone:

Park Rules & Regulations:

- Personal consumption of alcoholic beverages is not permitted in city parks.
- Smoking, or using tobacco, tobacco products, electronic cigarettes, cannabis, and herbal cigarettes is prohibited in city parks.
- Discharging grease or any substance onto city streets, sidewalks, or into storm drains and sewers is prohibited.
- No signage may be placed on trees or utility poles.
- The requestor is responsible for cleaning up the pavilion and disposing of garbage after the event.
- A \$50 fee will be charged to the requestor if city staff has to dispose of any trash left outside of the normal use of the trash bins provided. (Examples: Garbage spread throughout the area; Garbage bags left behind not in the trash bins provided)
- The requestor is responsible for any costs associated with city staff overtime for additional clean-up after the event.

Pavilion List:

- Please select the desired park and pavilion size.

Park Name:	Pavilion Size:	Site Amenities:
Allen Park	Large Pavilion (approx. 80 seats)	Grill, Electricity & Water Access
Allen Park	Small Pavilion (approx. 30 seats)	Grill Access
Bergman Park	Large Pavilion (approx. 80 seats)	Grill & Electricity Access
Jackson Taylor Park	Large Pavilion (approx. 80 seats)	Grill & Electricity Access
Jackson Taylor Park	Small Pavilion (approx. 30 seats)	Grill Access
McCrea Point Park	Small Pavilion (approx. 40 seats)	Grill Access
Nordstrom Park	Small Pavilion (approx. 20 seats)	Grill Access
Roseland Park	Small Pavilion (approx. 20 seats)	No Amenities

FOR OFFICE USE ONLY:

Date Application filed with Parks Department:

Fees Required:

Approved

Denied

Signature:

Date: