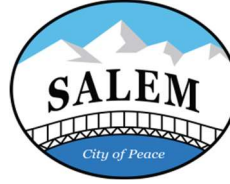


# Pavilion Rental Policy

Revised September 12, 2023



## FEE AREA

Pavilions are fee areas. Reservations can be made at the Salem City Recreation Office at 801-423-1035. Office is located at 60 North 100 East, Salem UT 84653. Office hours are Monday – Thursday 8:00 am - 5:00pm. Friday 8:00 am - 1:00 pm. We begin to accept reservations for the new year on the first business day after January 1<sup>st</sup>.

## RENTAL TIMES

All pavilions are available daily for the following time blocks:

- 7:00am-11:00am
- 12:00pm-4:00pm
- 5:00pm-9:30pm
- All day

Groups should allow for set-up and clean-up time during their rental block. Groups should not arrive more than 15 minutes prior to or remain 15 minutes longer than their rental block times. The time period between rentals is to allow Parks staff time to inspect pavilions, empty garbage cans and do any additional cleaning as needed.

## RENTAL SEASONS

Cole Park (300 W 600 S) ..... Pavilion rental April through October 31<sup>st</sup>.  
 Loafer View (600 E Canal Rd) ..... Pavilion rental April through October 31<sup>st</sup>.  
 Salem Park (70 E Salem Park Circle) ..... Pavilion rental April through October 31<sup>st</sup>.  
 Vets Park (60 N 100 E Salem) ..... Pavilion rental April through October 31<sup>st</sup>.

Pavilion	Capacity Tables / Seats	Rental Fee	Cleaning Deposit (per pavilion)
Cole Park (300 W 600 S)	8/80	\$50.00 per time block \$125.00 all day	\$50.00
Loafer View (600 E Canal Rd)	16/160	\$50.00 per time block \$125.00 all day	\$50.00
Salem Park (70 E Salem Park Circle)	6/60	\$50.00 per time block \$125.00 all day	\$50.00
Vets Park (60 N 100 E)	9/90	\$50.00 per time block \$125.00 all day	\$50.00

- ❖ Tables must not be moved from the pavilion.
- ❖ Parties larger than the listed capacity are not allowed.
- ❖ If using the Briquet (only at Loafer View location), there will be an additional charge of \$10.00.

## RENTAL APPROVALS

Intended use must be approved. Salem City reserves the right to decline rental requests that do not meet Salem’s ability to host a family friendly culture that is provided in our park systems. Requests will be approved on the basis that you are renting the pavilion, not the entire park. Park use must remain open and inviting to the public.

## **RENTAL FEES & CLEANING DEPOSITS**

Rental Fee and Cleaning Deposit for all pavilions are both required at the time the reservation is made. The rental fee is subject to the refund policy as stated below. The cleaning deposit will be refunded after the rental date if patrons follow the rules and leave the facility clean for the next group. If a group meets the conditions stipulated and park guidelines in this policy, their complete cleaning deposit will be returned. If guidelines are not followed, or if a group does not clean the pavilion, part or all of the cleaning deposit will be retained to help cover the cost of additional cleaning, damages and rearranging tables.

## **CLEAN-UP AFTER RESERVATION**

Groups are responsible for basic clean-up of the pavilion and the immediate area around the pavilions. Groups should remove all decorations including tape, bug catchers, and clean-up all the garbage. Avoid over filling garbage cans as there should be an adequate number in the area to utilize. Bring a push broom to sweep up any dropped food items. If a grill is used, instructions should be carefully followed for proper cleaning. Tables may not be removed from the pavilion. If you re-arrange them, they must be returned to their original position. Salem City Rec. Staff will check facilities following rentals, inventory city property and report any problems with clean-up or missing property to the Recreation Office.

## **REFUND POLICY**

No refunds will be given due to inclement weather. In the case of severe weather conditions, a pavilion may be re-scheduled for a later date in the same season. Reservations may not be carried over to the next year.

Cancellations up to thirty days in advance of rental date will be refunded. If a group cancels closer than thirty days prior to their rental, their spot must be re-reserved for the group cancelling to receive a refund. All refunds will be less a \$10.00 processing fee.

## **PARK AMENITIES**

Our parks have a variety of amenities, including playgrounds, pickleball courts, baseball fields, batting cages, and green space. These amenities may not be reserved, but are available on a first come first serve basis to all park patrons. At all parks, ball fields are used by City Recreation teams for league games and practices. If the field has been prepared for games, all park patrons must stay off.

The Splash Pad at Cole Park is open from Memorial Day to Labor Day.

## **SPECIAL EVENTS RENTALS**

A special event is defined as a non-city sponsored event that use City owned facilities in order to accommodate the expected number of participants/spectators. An event which requires additional accommodations, whether or not supplied by the city, such as tents, temporary buildings, etc. is considered a special event. Examples are dances, concerts, company parties, large church gatherings, races and similar events. A special event is not a private social gathering (family reunion, etc.) which uses a public park, pavilion or other facility at or below its posted occupancy level. An event which anticipates attendance greater than the occupancy of the pavilion will be considered a special event. Special events have different deposit and pricing structure and require a special events application that is subject to approval by the Recreation Director.

**ADDITIONAL EQUIPMENT**

Any group bringing in additional equipment, toys, etc. as part of their rental activity must fill out and sign an Indemnification Agreement prior to their rental. Failure to do so may result in loss of deposit. Inflatable bounce houses and waterslides are not allowed.

Groups that bring in additional equipment will need to pre-arrange a meeting with our Parks Supervisor or one of his staff, to identify where the equipment can be positioned and secured so the stakes don't damage the park's irrigation system.

**PARK RULES**

In accordance with, alcohol consumption is prohibited in any city park. There are NO DOGS or OTHER ANIMALS allowed in city parks. No DRIVING on grass. NO FIREWORKS allowed, including 4<sup>th</sup> & 24<sup>th</sup> of July celebrations. NO GOLFING of any kind is allowed in parks.

**INTENDED USE**

Pavilion: \_\_\_\_\_ Requested Date: \_\_\_\_\_

Requested Time:     7:00am-11:00am     12:00pm- 4:00pm     5:00pm- 9:30pm

Describe the event in which you are using the pavilion for: \_\_\_\_\_

\_\_\_\_\_

How many people do you expect to have at your event? \_\_\_\_\_

Does your event have an open invite to the public?   YES   NO   If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Will you be charging admission for your event?   YES   NO   if yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*Salem City reserves the right to deny any rental we do not feel in in the city's best interest\*\*\*\*\*

\_\_\_\_\_  
Citizen

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Salem City Representative

\_\_\_\_\_  
Date