

Spanish Fork City Parks & Recreation

PAVILION RENTAL POLICY



FEE AREA

Pavilions are fee areas

RENTAL TIMES

All pavilions (except Adventure Heights and North Park Grand Pavilion) daily for the following time blocks: ① 7:00-11:00 am, ② 12:00-4:00 pm, ③ 5:00-9:00 pm. The North Park Grand Pavilion daily for the following time blocks: ① 8am to 2pm or ② 4pm to 10pm. The Adventure Heights Bell Tower Pavilion daily for the following time blocks: ① 10am to 2pm or ② 3pm to 7pm.

Groups may not arrive more than 15 minutes prior to or remain 15 minutes longer than their rental block times.

RENTAL SEASONS

Adventure Heights	Pavilion rental April through September.
Sports Park	Pavilion rental April through September.
Canyon View Park	Pavilion rental April through September.
Canyon View RV Park	April through October. Water is turned on between mid-March to mid-April in the spring and is turned off mid-October. During the times when there is not water, the RV park will only be available for self-contained units.
Mountain Country Pavilion	April through September. Reservoir is open March 1 to November 30, but the pavilion will winterized in early October.
North Park Grand Pavilion	Year round – but the pavilion is not heated.
North Park West Pavilion	April through September.

RENTAL FEE & CLEANING DEPOSITS

Rental Fee and Cleaning Deposit are required at time of reservation. Cleaning deposit will be refunded after rental date. Patrons are required to clean the pavilion. If a group meets the conditions and park guidelines stipulated below, their complete cleaning deposit will be returned. If guidelines are not followed, or if group does not clean the pavilion, the cleaning deposit will be retained. If cost exceeds the amount of the cleaning deposit, patron will be required to pay for any incurred expenses of cleaning or repair.

RENTALS FOR WEDDINGS

Rentals for Weddings will be allowed at Canyon View Park and the North Park Grand Pavilion only with the following stipulations and fee schedule:

At the Canyon View park, the Gazebo area may NOT be used for weddings. Groups will be required to rent a pavilion for the full day, giving them the pavilion from 8am to 9:00 pm. Groups need to be aware that equipment (lights, sound system, speakers, etc.) should not overload circuit breakers (there are two 15 amp breakers in each pavilion). Groups will be charged a \$150.00 rental fee per pavilion and \$150.00 for the cleaning deposit per pavilion. If the pavilion(s) and immediate area around the pavilion(s) are cleaned after your rental, the \$150.00 cleaning deposit per pavilion will be refunded 7 to 10 days after your rental. If pavilion(s) are not cleaned, the cleaning deposit or a portion will be retained to cover costs associated with cleaning or damage.

At the North Park Grand Pavilion, groups will be required to rent both time slots, giving them the facility from 8am to 10pm. Groups need to be aware that equipment (lights, sound system, speakers, etc.) should not overload circuit breakers. (There are three 20 amp breakers that control the plugs on the front island and three 20 amp breakers that control the wall switches.) Rental fee and cleaning deposit are due at time of reservation. Total wedding cost for North Park will be two time slots @ \$250 each for a total of \$500 plus \$500 for the cleaning deposit. A contract must be signed and all guidelines followed in order to receive the cleaning deposit refund.

CLEAN-UP AFTER RESERVATION

Groups are required to clean the pavilion and the immediate area around the pavilion. Groups should remove all decorations, including tape and clean-up all of the garbage. Bring a push broom. 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. Groups renting the North Park Grand Pavilion will receive detailed cleaning and take-down guidelines. Spanish Fork Parks Staff will check facilities following rentals, inventory city property and report any problems with clean-up or missing property to the Parks & Recreation Office.

PAVILION	Capacity Tables / Seats	Rental Fee (per time block)	Cleaning Deposit (per pavilion)
Adventure Heights Bell Tower <i>(1321 East Canyon Road)</i>	10 / 100	\$50.00	\$50.00
❖ Canyon View Park #1 - Jaycees <i>(3300 East Powerhouse Road)</i>	10 / 100	\$50.00	\$50.00
❖ Canyon View Park #2 - Lions	10 / 100	\$50.00	\$50.00
❖ Canyon View Park #3 - Kiwanis	10 / 100	\$50.00	\$50.00
* Mountain Country <i>(2931 South Spanish Oaks Drive)</i>	15 / 150	\$50.00	\$50.00
* ★ North Park Grand <i>(1188 North 400 East)</i>	Round 20 / 160 Rectangular 32 / 256	\$250.00	Cleaning \$500.00
North Park West <i>(1242 North 200 East)</i>	6 / 60	\$50.00	\$50.00
* Sports Park Veterans <i>(185 W. Volunteer Drive)</i>	18 / 180	\$50.00	\$50.00
* Sports Park West <i>(381 W. Volunteer Drive)</i>	18 / 180	\$50.00	\$50.00

- ❖ Tables must not be moved from one pavilion to another.
- ❖ Groups larger than 100 may need to rent an additional pavilion.
- * Gas grills are available. If using the gas grills, there will be an additional charge of \$10.00 [except for North Park Grand]
- ★ Groups are responsible for table & chair set-up. Cleaning / Property Deposit is refundable if all of the contract guidelines are met.

At Canyon View Park RV Park, RV Spaces are \$40.00 per night. Tents may be put up in a RV Spot, but will be charged the same amount as an RV Unit.

At the Reservoir Campground, there are 11 campsites (2 double \$20.00 per site, 9 single tent \$15.00 per site), one group campsite. Six of the campsites have horseshoe pits. All of the campsites have barbeque grills and picnic tables. See map for further information.

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. The North Park Grand Pavilion will not be re-scheduled due to severe weather as large doors can be shut against the elements.

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 in order for the group canceling 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, volleyball courts, splash pad, trails, and green space. These amenities may not be reserved, but are available on a first come first serve basis to all park patrons. At the Sports Park, 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.

SPECIAL EVENTS RENTALS

A special event is defined as a non-city sponsored event which used 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 of 200 or

more persons will generally be considered a special event. Special events have a different deposit and pricing structure, and require a special events application that is subject to approval by the Parks & Recreation Director.

PARK RULES

In accordance with Spanish Fork Municipal Code, 9.04.030(C)(2), alcohol consumption is **prohibited** in any city park or building.

In accordance with Utah County Board of Health, smoking and vaping **is prohibited** in any city park or building.

NO DRIVING on the grass or sidewalks.

NO FIREWORKS allowed in the park. This includes the 4th and 24th of July celebrations.

NO GOLFING of any kind is allowed in parks.

NO INFLATABLES (bounce houses or slides)

NO pinatas

NO glitter or confetti of any type including balloons (helium balloons are allowed)

NO water slides or dunk tanks

NO DOGS or OTHER ANIMALS allowed in city parks. Service dogs are allowed, however, this DOES NOT include emotional support animals (animals whose sole function is to provide comfort or emotional support do not qualify as a service animal under the ADA). Spanish Fork City is **not** required to permit Emotional Support Animals in any of its facilities.

Patrons with Service Dogs - you may be asked the following questions and are required to respond:

1. Is the dog a service animal required because of a disability?
2. What work or task has the dog been trained to perform?