

Millville City North Park Pavilion Reservation Form

Millville City is dedicated to serving its residents and providing access to City Parks and Pavilions.

North Pavilion Reservation Use Policy:

- Patrons who make reservations should understand that other events may be happening in the park at the same time as their reservation.
- The tennis courts, children's playground and soccer fields may not be reserved, but are open for use by the public on a first-come, first-served basis.
- Rental of the pavilion and immediate surrounding area will entitle users the use of the kitchen facilities, restrooms and access to electricity.
- The park will be cleaned on a periodic schedule. However, the City cannot guarantee the cleanliness of the facility at the time of your reservation.
- A deposit will be required in addition to the park use fee to cover cleaning and/or damage. A representative of the city will inspect the pavilion, kitchen, restrooms, park and surrounding areas following your event. Failure to leave the area clean and undamaged will result in loss of the deposit.
- Renters agree to pay for damages that occur to the facility, in addition to the deposit. _____ (initial)
- Groups are responsible to leave the area and restrooms clean. All trash should be disposed of in the City trash receptacle (provided onsite).
- After the key is returned and the area inspected, the deposit will be returned within seven business days.
- A cancellation less than one week before reservation will result in forfeiture of the rental fee; however, the deposit is still refundable.
- Fees may be paid by cash or check (payable to Millville City) and will be assessed as follows:
 - Use fee: \$50 for Millville Residents, or \$75 for Non-Millville Residents
 - Refundable cleaning and damage deposit: \$150
- Millville City will not be responsible for the lost or damaged equipment, personal belongings or other items owned or used by the group or individuals using the park.
- Items left for more than 30 days will be utilized or discarded as deemed proper by the City staff.

Keys:

- Groups must designate one individual to pick up a key to the kitchen and restroom. Please contact _____ at _____ to make arrangements to pick up the key.
- This person must maintain control of the key at all times. Do not lend out the key to anyone.
- Keys are available for pick up one working day prior to the reservation.
- Upon cleaning and locking after use, the key will be dropped into the drop box located _____.
- The full deposit will be forfeited if the key is not returned.

North Park/Pavilion Use Application

Group/Organization: _____

Group Representative: _____ Phone # _____

Group/Organization Address: _____

City, State, Zip: _____

Date of Reservation: _____ Hours: _____ Approx. # of people: _____

I have read and agree to the terms and conditions listed in the **Millville City Parks Policy and this Pavilion Reservation Use Policy**. Failure to abide by this agreement will result in the loss of reservation privileges for the park in the future. I understand that Millville City reserves the right to deny or revoke reservations at the sole discretion of City staff. I understand that Millville City assumes no responsibility or liability for accidents or injuries arising from activities conducted at the City Park.

Signature

Date

Staff Initials

IN THE EVENT OF AN EMERGENCY, CALL 911
or THE CACHE COUNTY SHERIFF'S DISPATCH AT 435-755-1000

Office Use only:

Rent Paid: _____ Date: _____ Receipt #: _____

Deposit Paid: _____ Date: _____ Receipt #: _____

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Deposit Refund Amount: _____ Date: _____