

## 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 #: \_\_\_\_\_

\  
Deposit Refund Amount: \_\_\_\_\_ Date: \_\_\_\_\_

# Millville City Parks Policy

**Park Hours:** Parks close at dusk. Overnight use of the parks is subject to approval by the City.

**Pets:** No animals are permitted at Millville Public Parks on or off leash.

**Sales:** No product marketing or sales are allowed in public parks without written approval from the City Council.

**Drugs, Alcohol and Smoking:** No smoking, nor possession or consumption of alcoholic beverages or illicit drugs are permitted on City Property.

**Tennis Court:** Tennis shoes only. Absolutely NO cleats, skateboards, scooters, bicycles, etc. One hour time limit when others are waiting.

**Splash Pad:** The Splash pad and nearby pavilion at the South City Park are open to the public and are not restricted by reservation. Water availability is determined by the climate.

## Reservations:

- ***Pavilions:*** The South Park South Pavilion, and the Pavilion at the North Park are available for reservation on a first come, first served basis. A per-day use fee will be charged to reserve the park pavilion and immediate surrounding area for personal events, such as family gatherings, socials, or private club meetings.
- ***All other park areas are for general public use:*** Patrons who make reservations should understand that other events may be happening at the same time as their reservation.
- ***Fields:*** All organized league field use is available by reservation *only*, with a fee, on a first come, first served basis.
- ***Scheduling:*** Call the Development Coordinator with questions or to make reservations. Scheduling is on a first come, first served basis. The calendar is available on the City website: [www.millvillecity.org](http://www.millvillecity.org)

## Fees:

- ***Pavilions:***
  - North Park with Kitchen: \$50 resident, \$75 non-resident.
  - South Park South pavilion: \$25 resident, \$50 non-resident.
- ***Sports:*** No charge for practices (the field should be reserved on a priority basis). Field preparation will be done by the organizing entity.
  - Soccer:
    - Recreational Soccer games: \$1 per participant per season (Millville resident).
    - Competitive Soccer games: \$7 per game.
    - Tournament: \$50 per day.
  - Baseball:
    - Competitive Baseball/softball: \$10 per game.
    - Tournament: \$60 per day.

Mowing and watering is done on a flexible schedule to try and accommodate scheduled events as much as possible.