

# Spanish Fork City Parks & Recreation RESERVOIR GROUP CAMPGROUND RENTAL POLICY



Revised: January 2017

## RENTAL TIMES

The Reservoir Group Campground will be reserved for one time slot daily. This time slot is set up for overnight usage. Check-in time will be 2:00 p.m. Check out time will be 11:00 a.m. on the following morning.

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 hours between rentals is to allow Parks staff time to empty garbage cans and do any additional cleaning as needed.

## MOUNTAIN COUNTRY PAVILION RENTAL TIMES

The Mt. Country Pavilion may be rented daily for the following time blocks: ① 7:00-11:00 AM, ② 12:00-4:00 PM, ③ 5:00-9:30 PM. 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 hour between rentals is to allow Parks staff time to empty garbage cans and do any additional cleaning as needed. The rental fee listed in the table below is per time slot.

## RENTAL SEASONS

Reservoir Group Campground . . . . . April 1 through October 15 [weather permitting] . Reservoir is open March 1-November 30, but the group campground will only be available for use through mid October as the bathrooms for this area are located in the Mountain Country pavilion which will have to be winterized in early October. In the spring, water will be turned on between mid-March and mid-April.

Mountain Country Pavilion . . . . . April through September. Pavilion may also be reserved for an additional fee. See prices listed below.

## RENTAL FEES & CLEANING DEPOSITS

Rental Fee and Cleaning Deposit are both required at the time the reservation is made. Both can be made in one check as both will be deposited. 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 campground clean for the next group. If a group meets the conditions stipulated in this policy, their complete cleaning deposit will be returned. If guidelines are not followed, or if group does not clean the campground area, part or all of the cleaning deposit will be retained to help cover the cost of additional cleaning, damages and rearranging tables.

<b>RENTAL AREA</b> <i>(2931 South Spanish Oaks Drive)</i>	Capacity Tables / Seats	Rental Fee Families (per time block)	Family Cleaning Deposit (per pavilion)	Rental Fee Company/group (per time block)	Company/Group Cleaning Deposit (per pavilion)
❖ Reservoir Group Campground <i>— 1 to 49 people</i>	8 / 80	\$60.00	\$50.00	\$60.00	\$50.00
❖ Reservoir Group Campground <i>— 50 to 74 people</i>	8 / 80	\$90.00	\$50.00	\$90.00	\$50.00
❖ Reservoir Group Campground <i>— 75 to 100 people</i>	8 / 80	\$120.00	\$50.00	\$120.00	\$50.00
* Mountain Country Pavilion	15 / 150	\$40.00	\$50.00	\$50.00	\$50.00

- ❖ If tables are moved or re-arranged, they must be moved back to their original position before the group leaves.
- ❖ Parking for group campground is limited to approximately 12 cars. Groups should use parking spots closest to the campground for loading and unloading supplies. Additional parking is available below the campground in the Reservoir Parking lot. Groups using the group campground SHOULD NOT park in the Mountain Country Pavilion parking area unless they have reserved that pavilion as well.
- ❖ Groups need to be extremely careful with the fire in the fire pit. Fire should be completely out before going to bed and before leaving the campground at the end of your rental.

- \* Gas grills are available at the Mountain Country Pavilion. If using the gas grills, there will be an additional charge of \$10.00.
- ☞ In Canyon View Park RV Park, RV Spaces are \$15.00 per night. Tents may be put up in a RV Spot, but will be charged the same amount as an RV Unit. Since this is a City Park, Golden Age Pass is not accepted.
- ☞ In the Sp. Oaks Campground, there are 11 additional tent campsites (2 double, 9 single tent). Six of the campsites have horseshoe pits. All of the campsites have barbeque grills and picnic tables. See map for further information.

## **RENTALS FOR WEDDINGS**

Rentals for Weddings will be allowed at the Reservoir Group Campground only with the following stipulations and fee schedule: Groups must rent the Group Campground as well as the Mountain Country Pavilion in order to have adequate parking. Groups will be required to rent two time blocks in the pavilion so staff can have adequate time to prepare the area and groups will have time to decorate and set-up. Groups need to be aware that equipment (lights, sound system, speakers, etc.) should not overload circuit breakers. (There are two 20 amp breakers in the pavilion. There is no power at the group campground.) Groups will be charged \$120.00 for the campground, \$50.00 for the set-up time slot in the pavilion and \$100 for the actual wedding time slot. Deposit will be \$100. Total wedding cost will be a total of \$270 + \$100 refundable deposit. Groups need to realize that they are renting an outdoor venue in a public park.

## **CLEAN-UP AFTER RESERVATION**

Groups are responsible for basic clean-up of the fire pit area and the immediate area in and around the campground. Groups should remove all decorations, including tape and bug catchers, and clean-up all of 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 and to sweep around the fire pit. Make sure that fire is completely out before you leave the premises. Tables may not be removed from the area. If you re-arrange them, they must be returned to their original position. Spanish Fork Parks Staff will check facilities following rentals and report any problems with clean-up to the Parks & Recreation Office.

## **REFUND POLICY**

In the case of severe weather conditions, the campground may be re-scheduled for a later date in the same season or receive a partial refund. 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 in order for the group canceling to receive a refund. All refunds will be less a \$10.00 processing fee.

## **RESERVOIR AMENITIES**

The Reservoir has a variety of amenities, including a playground, parking lot, trails, beach and bathrooms. These amenities may not be reserved, but are available on a first come first serve basis to all park patrons.

## **ADDITIONAL EQUIPMENT**

Any group bringing in additional equipment, toys, inflatables, 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.

## **PARK RULES**

In accordance with Spanish Fork Municipal Code, 9.04.030(C)(2), 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.

## **FEE AREA**

Campgrounds are fee areas. Reservations can be made at the Spanish Fork Parks & Recreation Office at 804-4600. Office is located at 775 North Main. Office hours are M-F, 8 a.m. to 5 p.m. and Fridays. We begin to accept reservations for the new year on the first business day after January 1<sup>st</sup>.