

Spanish Fork City Parks & Recreation  
**PAVILION RENTAL POLICY**

Revised May 2011



**RENTAL TIMES**

All pavilions (except Water Park Pavilion and North Park Grand Pavilion) daily for the following time blocks: ① 7:00-11:00 AM, ② 12:00-4:00 PM, ③ 5:00-9:30 PM. The Water Park Pavilion, Monday-Saturday, per 1½ hour time slots. This pavilion is unavailable when tied to a water park rental. The North Park Grand Pavilion daily for the following time blocks: ① 8:00 AM to 2:00 PM or ② 4:00 - 10:00 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 time period between rentals is to allow Parks staff time to inspect pavilions, empty garbage cans and do any additional cleaning as needed.

During weekends and during the summer season, groups that wish to rent outside of the outlined rental times will be required to rent the additional time block. During the weekdays, early in the season (April-May) or late in the season (September-October) there may be some flexibility. Decisions will be made by Parks & Recreation staff based on current reservations.

**RENTAL SEASONS**

- Sports Park . . . . . Pavilion rental April through September.
- Canyon View Park . . . . . Pavilion rental April through September. Beginning Oct 1, CVP is closed for Festival of Lights.
- Canyon View RV Park . . . . . March 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-November 30, but pavilion will have to be winterized in early October. In the spring, water will be turned on between mid-March and mid-April.
- North Park Grand Pavilion . . . . . Year round – but pavilion is not heated.
- North Park West Pavilion . . . . . April through September.
- Water Park Pavilion . . . . . May through September.

**RENTAL FEES & CLEANING DEPOSITS**

Rental Fee and Cleaning Deposit for all pavilions (except the North Park Grand Pavilion) 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 in this policy, their complete cleaning deposit will be returned. If guidelines are not followed, or if 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.

The North Park Grand Pavilion fee is required at the time the reservation is made. The Cleaning & Property Deposit as well as the Security Bond are required when the key is picked up from the Parks & Recreation Office.

**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 Canyon View Park, the Gazebo area may not be reserved for weddings. Groups must rent both Pavilion #1 (Jaycees) and #2 (Lions) in order to have adequate parking. Groups will be required to rent two time blocks in each pavilion so staff can have adequately time to prepare the pavilions and groups will have time to decorate. 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 \$50.00 for each time slot in each pavilion and \$100 for the actual wedding time slot. Deposit will be \$100. Total wedding cost for Canyon View Park will be three time slots @ \$50 each and one time slot at \$100 for a total of \$250 + \$100 refundable deposit. Groups need to realize that they are renting an outdoor venue in a public park.

At the North Park Grand Pavilion, groups will be required to rent both time slots, giving them the facility from 8 AM to 10 PM. 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.) Cleaning & Property Deposit as well as Security Bond will be the same as a regular rental. Total wedding cost for North Park will be two time slots @ \$250 each for a total of \$500 + \$250 refundable deposit and \$250 refundable security bond. A contract must be filled out and all guidelines followed in order to receive complete deposit and security bond. Groups need to realize that they are renting a facility in a public park.

**CLEAN-UP AFTER RESERVATION**

Groups are responsible for basic clean-up of the pavilion and the immediate area around the pavilion. 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. 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 Families (per time block)	Family Cleaning Deposit (per pavilion)	Rental Fee Company/group (per time block)	Company/Group Cleaning Deposit (per pavilion)
❖ Canyon View Park #1 - Jaycees <i>(3300 East Powerhouse Road)</i>	10 / 100	\$40.00	\$50.00	\$50.00	\$50.00
❖ Canyon View Park #2 - Lions	10 / 100	\$40.00	\$50.00	\$50.00	\$50.00
❖ Canyon View Park #3 - Kiwanis	10 / 100	\$40.00	\$50.00	\$50.00	\$50.00
* Mountain Country <i>(2931 South Spanish Oaks Drive)</i>	15 / 150	\$40.00	\$50.00	\$50.00	\$50.00
★ North Park Grand <i>(1188 North 400 East)</i>	Round - 20 / 160 Rectangular - 32 / 256	\$250.00	Cleaning/Property Deposit \$250. Security Bond \$250.	\$250.00	Same as Family Deposit & Bond
North Park West <i>(1242 North 200 East)</i>	6 / 60	\$40.00	\$50.00	\$50.00	\$50.00
* Sports Park Veterans' <i>(185 W. Volunteer Drive )</i>	18 / 180	\$40.00	\$50.00	\$50.00	\$50.00
* Sports Park West <i>(381 W. Volunteer Drive )</i>	18 / 180	\$40.00	\$50.00	\$50.00	\$50.00
* Water Park (per 1½ hour time slot) <i>(South of Water Park-199 N 300 W)</i>	23 / 230	\$50.00	\$50.00	\$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. (Approx. 30-35 parking stalls per CVP pavilion.)
- \* Gas grills are available. If using the gas grills, there will be an additional charge of \$10.00.
- ★ Groups are responsible for table & chair set-up. Cleaning / Property Deposit as well as Security Bond are both refundable if all of the contract guidelines are met.
- ☞ In Canyon View Park RV Park, RV Spaces are \$12.00 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 Reservoir Campground, there are 8 campsites (1 double, 7 single tent), 3 day use only sites, one group campsite and one restroom. 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, gazebo or pergola, ball fields 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.

**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.

Groups that bring in addition 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 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**

Pavilions are fee areas. Reservations can be made at the Spanish Fork Parks & Recreation Office at 801-804-4600. Office is located at 775 North Main, Spanish Fork, UT 84660. Office hours are Monday through Friday, 8 a.m. to 5 p.m. We begin to accept reservations for the new year on the first business day after January 1<sup>st</sup>.