

GROVE CITY PARKS AND RECREATION

EAGLE PAVILION AT ROTARY LAKE

Fryer Park • 3899 Orders Road, Grove City, Ohio 43123

Phone: 614-277-3050 • Fax: 614-277-3090

Email: parks@GroveCityOhio.gov • Website: Parks.GroveCityOhio.gov

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POLICY INFORMATION FOR THE EAGLE PAVILION

RESERVATION ELIGIBILITY

- Reservations are limited to Grove City residents, this includes those living within corporation limit of Grove City and unincorporated Jackson Township as well as those working in Grove City per eligibility outlined in the Fair Share Policy. Proof of residency is required at the time the reservation is scheduled.
- Person obtaining the permit must be age 21 or older.
- All fees must be paid in full before the reservation is accepted.
- Confirmation: Upon approval, a copy of the signed reservation form and a receipt are returned to applicant.

HOURS

- The facility is available for rent from 8 a.m. to 10 p.m. in a combination of three time frames: 8 a.m. to noon, 1 to 5 p.m. and 6 to 10 p.m.
- Additional hours may be granted through special permission from the Director of Parks and Recreation; additional fees apply.
- A pavilion host provided by the City will be on site for the entire rental period to assist renters with building issues and concerns. The host is not responsible for assisting the renter with any set up or clean up functions listed in the Renter Responsibilities.

FEES

- Rental Fees: \$175 per four-hour period with a maximum fee of \$475 per day.
- Damage Deposit: \$150
Deposit is fully refundable if all conditions are met.
- Refund Policy:
 - » Rental fee: If a written request for a refund of the rental fee is submitted in writing 45 or more calendar days prior to the scheduled rental date, a 50% refund will be given.
 - » No refunds will be granted within 45 calendar days of the scheduled rental date.

OTHER RESTRICTIONS

- Caterers must receive prior approval from the City. Use of unauthorized caterers will result in the surrender of the damage deposit.
- The pavilion is a tobacco-free facility.
- Consumption, serving and possession of alcoholic beverages are not permitted at the Eagle Pavilion or in Fryer Park.
- Maximum capacity for the facility is 150 persons.
- A fee is assessed for exceeding the rental time. After a 15-minute grace period, the renter is charged \$50 for any part of each 15-minute increment the facility remains occupied (\$50 for 16-30 minutes; \$100 for 31-45, etc.).





EAGLE PAVILION AT ROTARY LAKE TIPS FOR A SUCCESSFUL EVENT

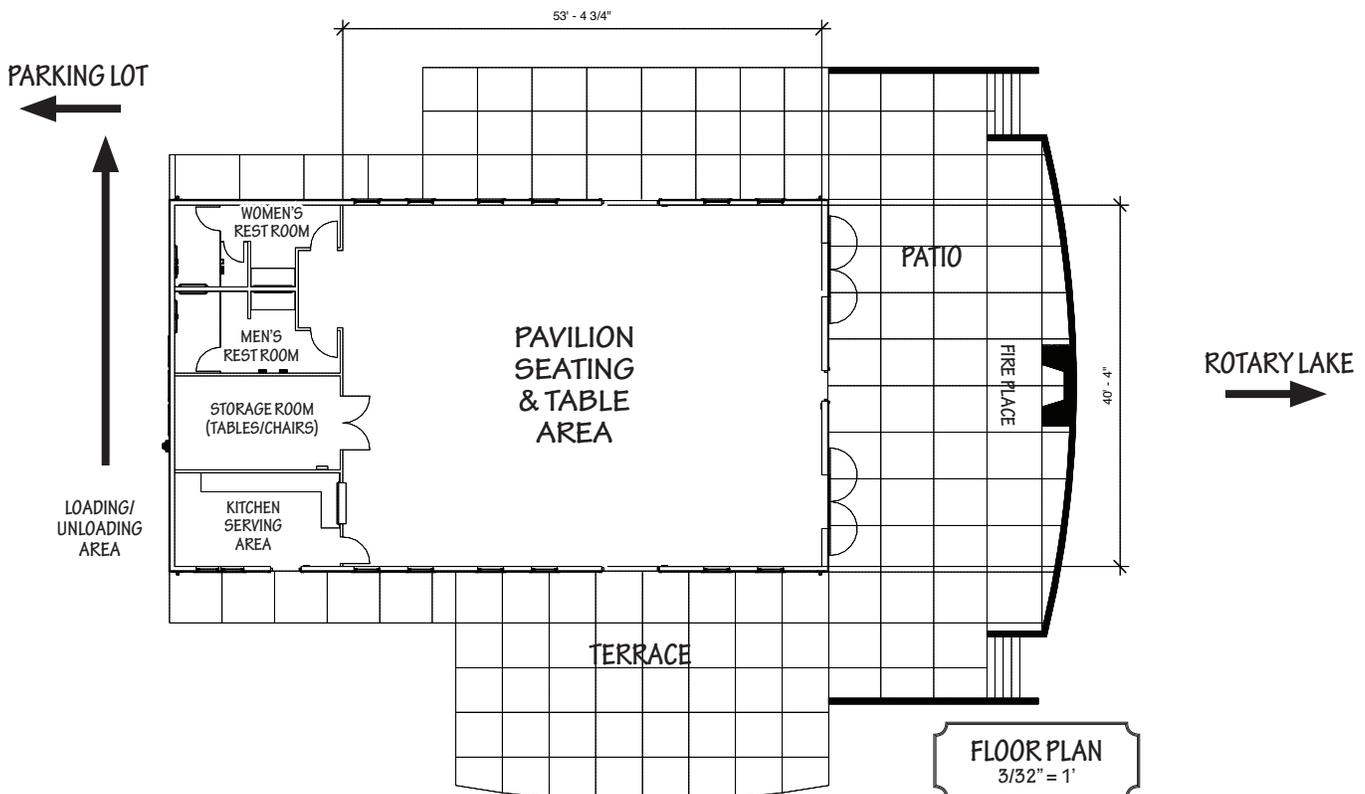


Richard L. "Ike" Stage, Mayor

- The Eagle Pavilion is handicap accessible.
- Note the location of all emergency exits and fire extinguishers. Do not block access.
- The Eagle Pavilion is a smoke-free facility and has a no-alcohol policy.
- All vehicles must park in appropriate parking lots. The designated unloading zone may be used only while loading or unloading; no vehicles may remain parked in this area.
- Candles must be in glass containers. Do not leave lit candles unattended.
- Consider the occupancy regulations when planning table and chair arrangements.
- Cleaning materials are available and located in the janitor's closet. Please ask for assistance from the pavilion host.
- Clean spills off floor, tables, kitchen counters and other surfaces immediately.
- Unless otherwise specified, all rules and laws pertaining to Fryer Park extend to the Eagle Pavilion.
- The Renter is responsible for the actions of caterers, cooks, decorators, disc jockeys, musicians and all other attendees. Please remind them to:
 - » use designated preparation area and to follow all policies;
 - » schedule sufficient time to set up, execute the event and clean up within the reservation period;
 - » properly clean up the floors, kitchen and food areas and to dispose of the trash in appropriate trash and recycling bins; refuse should be fully contained and not overflowing any container;
 - » not use nails, pins, thumbtacks, staples or tape on any surface;
 - » comply with the music ordinance and that amplified music outside the pavilion is prohibited.

Supplies and materials needed for events are not included with your reservation. Suggested items to bring:

- Eating/serving utensils • can opener • lighters • serving containers (bowls, pans, pitchers, etc.) • ice
- coffee/tea service (cups, creamer, sugar, scoop) • plastic containers • plastic wrap/foil • extension cords





EAGLE PAVILION AT ROTARY LAKE RENTER RESPONSIBILITIES



Renter agrees to the following terms upon reservation of the facility. You are responsible to follow all rules and procedures. Please READ each item below carefully and sign and date the application.

The pavilion host (provided by the City of Grove City) is NOT responsible to perform any of these duties.

- Renter is permitted to use the facility only for authorized purposes and during the reserved time(s).
- Renter agrees to take full responsibility for his/her actions and the actions of his/her guests and agrees to abide by all park rules and regulations. The applicant is assessed charges for any repairs or janitorial services.
- Restitution for any damages incurred during use is the responsibility of the renter.
- The facility must be left as found. If tables are moved from the pavilion they must be returned by the end of your reservation time. *Restitution is \$500 for tables not replaced.*
- By the end of the reservation time (noon, 5 p.m. or 10 p.m.), the facility must be clear of guests and materials; all trash must be completely contained in appropriate receptacles (e.g. closed/secured trashed bags, not overflowing); and all furniture and other belonging to the facility must be returned to their original placement.
 - Allow yourself ample time to complete your rental responsibilities before this time. Renters are allowed a 15-minute grace period after the end of their rental period before they are assessed a **\$50 fee for each 15-minute increment** they have failed to complete their responsibilities; i.e. a renter who reserves the space from 1 to 5 p.m. who leaves at 5:16 p.m. loses \$50 from his/her deposit; if he/she leaves at 5:31 p.m., \$100 is taken from the deposit.
- Renters must adhere to all maximum capacity regulations.
- No drugs or alcoholic beverages or persons under the influence are permitted on the premises.**
- This facility is tobacco free.
- Brought-in grills are permitted only in the designated area and require prior arrangement with the Park Maintenance Supervisor.
- Fake rose petals, rice, confetti, glitter, water balloons, raw eggs and the release of helium balloons are prohibited. These items create litter and can be harmful to wildlife.
- Decorations are not to be nailed, stapled or tacked to any surface i.e. walls, doors, tables, receptacles, etc. All decorations and signage must be removed by the end of your reservation time.
- Flames in the fireplace must be extinguished prior to leaving.
- Candles with open flames must be contained within a globe. Candles may not be placed on window ledges.
- All tables must be cleared and trash placed in trash/recycling receptacles provided.
- No vehicles are permitted on grassy areas or walkways. Once supplies are unloaded at the pavilion in the designated drop-off area, vehicles must be moved to the parking area.
- Everyone must vacate the park area by 10 p.m. Please allow ample time to load your vehicle prior to this time.
- Dressing rooms are not available. Rest rooms are available for their intended purpose.
- Chairs, tables, coolers, grills, etc. are not to be delivered in advance or left after your scheduled reservation time. Storage areas are not available for these items.
- Music and/or disc jockeys are permitted as long as the music content and volume is acceptable for families and is not disturbing to others in and around the park.
- Renter must obtain prior authorization to bring horse and carriage onto the premises.
- No outside recreation structures or amusements are permitted on premises without prior authorization (i.e. climbing walls, rides, inflatables, etc.).
- Tents may be no larger than 10'x10' and must be secured by sand bags or other suitable weights. No stakes, spikes or digging of the grounds is permitted.
- Fryer Park is a public park. It is open to other park patrons who may be visible and audible during your reservation time.
- Violators of any renter responsibilities will be required to leave the premises and this renter will not be issued any future reservations.**

I have read and understand the policies and regulations and agree to comply with the same.

For and in consideration of the permission to use the above described facility, I, the undersigned, acquit, discharge and covenant to hold harmless the City of Grove City, its officers, employees, servants and agents from any and all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation, on or account of, or in any way growing out of, any and all personal injury or property damage which may result to group/organization members as a result of participation in the aforementioned activity at the above described facility.

SIGNATURE OF RENTER

DATE

| OFFICE USE ONLY | | | | | |
|-----------------|--------|------|----|---------|----------|
| DATE | AMOUNT | CASH | CC | CHECK # | INITIALS |
| | | | | | |



EAGLE PAVILION AT ROTARY LAKE RENTER INFORMATION & AGREEMENT



| RESERVATION | | | |
|------------------|--|--|--|
| DATE | TIME <input type="checkbox"/> 8 a.m. - Noon <input type="checkbox"/> 1-5 p.m. <input type="checkbox"/> 6-10 p.m. <input type="checkbox"/> Full Day (8 a.m. - 10 p.m.) | | |
| NUMBER ATTENDING | TYPE OF FUNCTION | WILL YOUR EVENT BE CATERED? <input type="checkbox"/> No <input type="checkbox"/> Yes (Please complete caterer section below.) | |

| RENTER(S) INFORMATION | | | |
|-----------------------|------------------|--------|--|
| CONTACT | | | PROOF OF RESIDENCY <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ORGANIZATION | | | |
| ADDRESS | CITY | STATE | ZIP |
| DAYTIME PHONE | CELL/OTHER PHONE | E-MAIL | |

| CATERER INFORMATION | | | |
|---------------------|---------|--------------|-----|
| COMPANY | | CONTACT NAME | |
| ADDRESS | CITY | STATE | ZIP |
| PHONE | WEBSITE | E-MAIL | |

| DEPOSIT/FEES (Fees must be paid in full to complete reservation.) | |
|---|---|
| FEE | FEE TYPE |
| <input type="checkbox"/> \$150 | Damage deposit fee (must be submitted to complete reservation). |
| <input type="checkbox"/> \$175 | One time block |
| <input type="checkbox"/> \$350 | Two time blocks |
| <input type="checkbox"/> \$475 | Full day |
| <input style="border: 2px solid black;" type="text"/> | TOTAL FEES (DAMAGE DEPOSIT + TIME BLOCK FEE) |

See Policy Information for details on the refund policy.

| METHOD OF PAYMENT: | | | |
|--|------|----------------------|-----------|
| <input type="checkbox"/> Cash <input type="checkbox"/> Check (Make payable to City of Grove City) <input type="checkbox"/> Credit Card: <input type="radio"/> VISA <input type="radio"/> MasterCard | | | |
| ACCOUNT NUMBER | | | EXP. DATE |
| CARDHOLDER NAME (PRINT) | | AUTHORIZED SIGNATURE | |
| BILLING ADDRESS | CITY | STATE | ZIP |

**Thank you for reserving the Eagle Pavilion at Rotary Lake for your event!
Please read the Policy Information and Renter Responsibilities carefully.**

For more information, contact the Grove City Parks and Recreation Department: call 614-277-3050, visit www.GroveCityOhio.gov or stop by City Hall at 4035 Broadway, Grove City, OH 43123.