

# 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

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## POLICY INFORMATION FOR THE EAGLE PAVILION

### RESERVATION ELIGIBILITY

- Reservations are limited to Grove City residents age 21 or older, including those living within the 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. Resident in whose name agreement is made must be present at Eagle Pavilion during the rental period.
- 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. It is not available for reservation New Year's Day, Easter, Independence Day, the last weekend in July (Friday through Sunday), Thanksgiving, Christmas Eve, Christmas or other days at the discretion of the department. **Hourly rental is not available.**
- 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. The facility will not be rented if no host is available; renters are encouraged to make reservations early to allow sufficient time to arrange a host.

### FEES

- Rental Fees: \$200 per four-hour period with a maximum fee of \$550 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, including damage deposit.
  - » No refunds will be granted within 45 calendar days of the scheduled rental date.

### OTHER RESTRICTIONS

- The Renter is responsible for the actions of and damages caused by guests, caterers, musicians or other agents or representatives arranged by them.
- The pavilion is tobacco and alcohol free. Consumption, serving and possession of alcohol are not permitted at the Eagle Pavilion or in Fryer Park.
- Rentals for sales parties, outside sales or other commercial ventures are prohibited.
- Maximum capacity for the facility is 150 persons.
- No tents, bounce houses or other inflatable toys are permitted.
- Food trucks and any other auxiliary elements associated with the facility rental must receive prior approval from the director. No items requiring stakes are permitted.
- 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.).
- Access to the facility earlier than the rental time is not permitted even if a pavilion host is present.





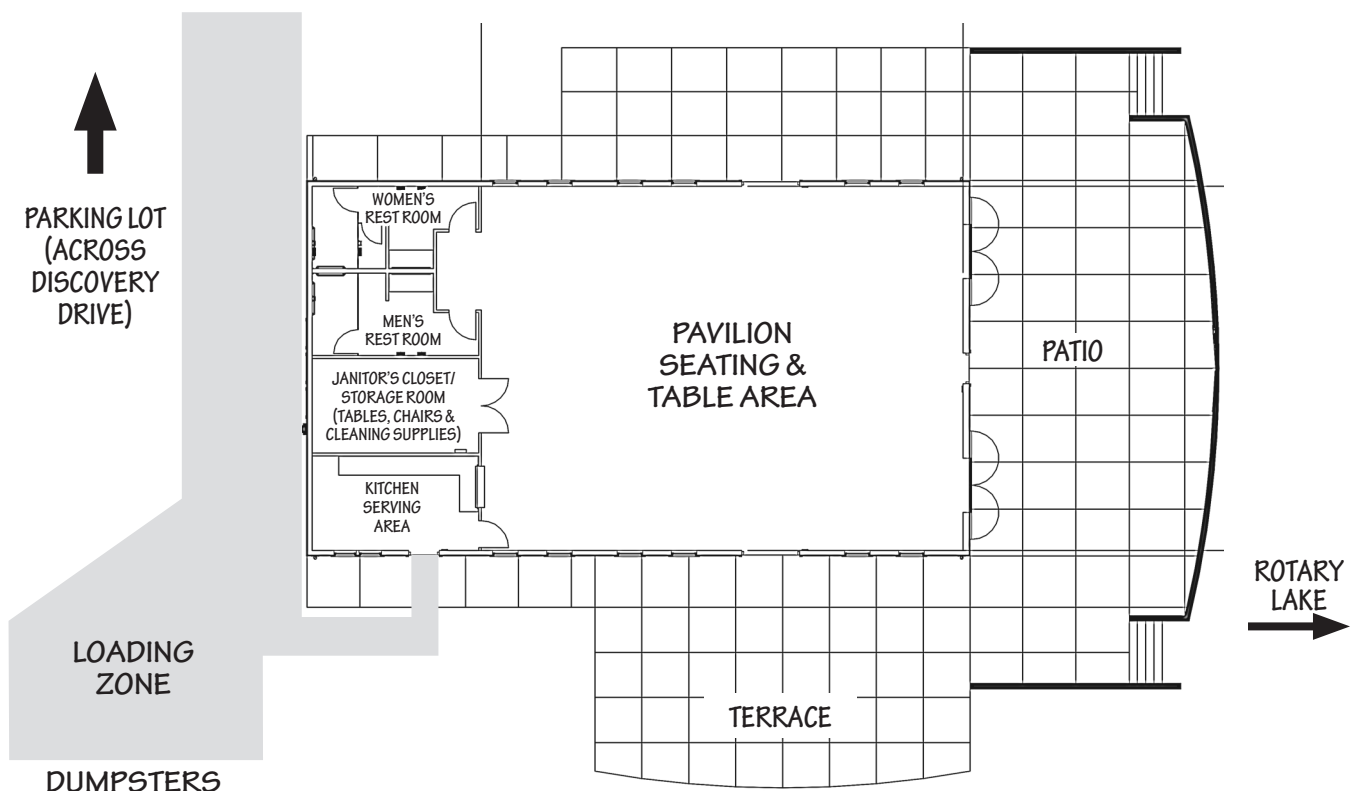
# EAGLE PAVILION AT ROTARY LAKE TIPS FOR A SUCCESSFUL EVENT



- 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 in glass containers may be placed on tables only. Do not leave lit candles unattended. Do not place candles in window areas.
- Consider the occupancy regulations when planning table and chair arrangements. Most tables are 60” round; a limited number of 30” x 96” tables are available.
- 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. A refrigerator and microwave are available; there is no stove. 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



The renter is responsible for adhering to all rules, policies, procedures and terms of use regarding the Eagle Pavilion facility as well as general park laws (detailed in Chapter 903 of the Grove City Codified Ordinances). 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). Rental for commercial purposes is not permitted (e.g., sales parties).
- 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 items belonging to the facility must be returned to their original placement.
  - Allow yourself ample time to complete your rental responsibilities before the end of your reservation 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 and Recreation Director.
- 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, pinned, tacked or adhered in any other way to any surface i.e., walls, doors, tables, receptacles, etc. that causes damage (e.g., holes in walls, damage to paint). All decorations and signage must be removed by the end of your reservation time.
- Candles with open flames must be contained within a glass globe and located only on tables. No candles may be placed on window ledges.
- All tables must be cleaned off 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. Restrooms 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, food truck or other item onto the premises.
- No tents, outside recreation structures or amusements are permitted on premises (i.e. climbing walls, rides, inflatables/bounce houses, etc.).
- No insertion of stakes or spikes or other 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 of the 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 procedures 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 THERE BE OUTSIDE SERVICES (FOOD TRUCKS, CATERERS)? <input type="checkbox"/> No <input type="checkbox"/> Yes PLEASE LIST:	

## RENTER(S) INFORMATION

CONTACT			PROOF OF RESIDENCY <input type="checkbox"/> Yes <input type="checkbox"/> No	
ORGANIZATION				
ADDRESS		CITY	STATE	ZIP
DAYTIME PHONE	CELL PHONE		OTHER PHONE	
EMAIL				

## DEPOSIT/FEEES | Fees must be paid in full to complete reservation. Fee amount is based upon date of event.

2018 FEE*	2019 FEE*	FEE TYPE
<input type="checkbox"/> \$150	<input type="checkbox"/> \$150	Damage deposit fee (must be submitted to complete reservation).
<input type="checkbox"/> \$175	<input type="checkbox"/> \$200	One time block
<input type="checkbox"/> \$350	<input type="checkbox"/> \$400	Two time blocks
<input type="checkbox"/> \$475	<input type="checkbox"/> \$550	Full day
		<b>TOTAL FEES (DAMAGE DEPOSIT + TIME BLOCK FEE)</b>

See Policy Information for details on the refund policy.

\*Fee structure is based upon date pavilion is reserved for. All reservations for dates after Jan. 2, 2019 are at the 2019 rates.

## METHOD OF PAYMENT:

- Cash**
- Check** (Make payable to City of Grove City)
- Credit Card:**   
  VISA     MasterCard

ACCOUNT NUMBER	EXP. DATE
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CARDHOLDER NAME (PRINT)	AUTHORIZED SIGNATURE
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BILLING ADDRESS	CITY	STATE	ZIP
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**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 GroveCityOhio.gov or stop by the Kingston Center, 3226 Kingston Ave., Grove City, OH 43123.