

# GROVE CITY PARKS AND RECREATION EAGLE PAVILION AT ROTARY LAKE

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

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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

