

**CITY OF BATAVIA
PARK PAVILION RESERVATION & PARK RULES**

Park Rules

(Reservations must be made at least 1 week in advance to allow scheduling for proper cleaning and preparation of the pavilion)

- City Parks are open from May 15th thru October 1st. Park Hours 7:00am to dusk.
- **Any event open to the public in a City Park requires an event application to be filed through the City Clerk's Office.**
- Each City Park is equipped with one small grill in the proximity of the pavilion. You may bring other small grills for your use, however, grills larger than 3' x 2' for personal use or catered parties are not allowed. **Please contact the City Clerk's office and fill out an "Event Application" if you anticipate the use of a grill larger than 3' x 2'.**
- Used charcoal from grills must be disposed of properly to keep park clean and to avoid accidental injuries.
- Free standing" (10' X 10' or smaller) Canopy Tents, Awning Tents, Mesh Tents or Easy Pop-Up Tents may be put up. *For safety reasons stakes should not go more than 4" into the ground. **Please contact the City Clerk's office and fill out an "Event Application" if you anticipate the use of tents larger than 10' x 10'.**
- City provides trash cans. Any trash beyond the capacity of trash cans shall be carried out by the user.
- No amusement rides, bounce houses or extraordinary structures/equipment will be allowed. **Please contact the City Clerk's office and fill out an "Event Application" if you anticipate the use of this type of equipment.**
- Limited electricity is available at the pavilions. Overloaded circuits will not be reset.
- Limited restroom supplies are provided for all park patrons. It is suggested that you bring your own restroom supplies.

THE FOLLOWING ITEMS ARE PROHIBITED FROM THE PARKS

- Tobacco products.
- Alcohol (May be permitted only with pavilion reservation)
- Glass containers.
- Paint or paint-ball guns.
- Sale of food or drinks.
- Motorized vehicles of any kind (unless needed for a physical disability)

Pavilion Reservation Procedure

- Pavilion Reservations will be accepted after January 1st of each year. Pavilion reservations become valid only upon receipt of a \$25.00 fee. Reservations are for the pavilion only and all other park facilities remain open to the public. Pavilion Reservation Applications are to be filed with the City Clerk's office at least 1 week in advance to allow time for proper cleaning and preparation of the pavilion.
- Pavilion renters must be 21 years of age or older to reserve park pavilion.
- All pavilion permit holders should have their permit with them the day of the reservation.
- No more than TWO (2) reservations per month will be issued to the same person or organization.
- Pavilion users must follow all Park Rules.
- The use of alcohol during the event must be designated and approved by the city as part of the pavilion application process.
- At the end of the rental, pavilions should be returned to their proper condition. Picnic tables should not be removed from the pavilion.
- The City reserves the right to request additional information from any applicant prior to approving a pavilion reservation application. Applicants may be requested to complete a City event application if needed.

For any variance to the Pavilion Reservation Procedure or Park Rules, an Event Application must be submitted and approved by the City.

The "contact phone number" for assistance on evenings or weekends is **345-6350**. During normal working hours call the Bureau of Maintenance at **345-6400 Option "1"**