

VILLAGE OF COLEMAN PAVILION & PARK
RENTAL GUIDELINES
November 2010

- 1.) Reservation requests will be accepted by phone, mail, e-mail, fax, or in person at the Village Hall during regular business hours.
- 2.) Rental fee is \$35.00 for the large & small pavilions and baseball field for Village residents and \$50.00 for the large & small pavilions and baseball field for non-residents. There is an additional \$15.00 fee when the lights will be used. These fees are non-refundable and must be paid within fourteen (14) days of request or you risk losing your reservation. A \$50.00 deposit is required by both residents and non-residents at the time when the keys are picked up. This deposit will be refunded when the keys are returned and the park has been inspected and left in good order.
- 3.) Persons reserving a pavilion will receive a receipt which will serve as proof of reservation.
- 4.) Clubs who intend to sell alcohol must get a sellers permit for beer & wine before date of rental. Permit must be approved at a board meeting prior to rental date. Note: Board meets 1st Monday of every month. **No glass bottles are to be used.
- 5.) The reservation applies only to the use of both pavilions, baseball field and the equipment within, and does not apply to other park facilities or equipment in the surrounding area.
- 6.) Persons using the pavilions and baseball field are responsible for the cleanup. The Park & Recreation Dept. is unable to guarantee that they will be clean at all times of use. However, users of the pavilions and baseball fields are not responsible for cleaning a mess made or left by others.
- 7.) The individual reserving the pavilions and baseball field are responsible for covering any costs for damage that occurs by the group.
- 8.) Pavilion users must abide by the Village of Coleman Park rules. Individuals must be done and out of the pavilion and park by 11:00 pm.
- 9.) Non-profit organizations are not exempt from the pavilion fee.
- 10.) The Village of Coleman reserves the right to deny further reservations to groups or individuals who fail to comply with these guidelines.
- 11.) Vehicles must be parked in the regular parking areas, use of vehicles to transport materials and handicapped individuals to the pavilions will be allowed. Please do not abuse this privilege.

12. When groups such as baseball teams, etc. use the facilities, keys need to be turned in at the end of the season. A charge of \$20.00 in advance for these keys will be in effect and returned if the keys are returned at the end of the season.
- 13.) Sweep floors; mop if floors are soiled by food, spilled liquids, etc. Tables should also be cleaned. They are not to leave the building. There is a broom available in the serving area. Garbage cans are made available. The Village will remove these for you.
- 14.) No pets are allowed.
- 15.) No nails, staples, or tacks are to be used for decorating. Tape only. Tape must be removed at time of cleaning.
- 16.) No glass bottles are allowed.
- 17.) Turn off the lights and lock doors.
- 18.) Keys may be picked up prior to your event. The Village Hall is open Monday – Thursday from 8:00 a.m. – 4:00 p.m. Call if other arrangements are necessary.
- 19.) **There is no water or bathroom usage permitted between October 1st and May 1st.**
- 20.) **Please plug in only one Nesco per outlet.**
- 21.) Should you have a problem call 591-0076.

Thank you,
Village of Coleman Parks and Recreation Department