



PARKS AND RECREATION DEPARTMENT
PAVILION RESERVATION

PAVILION POLICIES

- 1) Reservations will be accepted up to one year in advance for the open pavilions in Rieke and Smith Acres parks and the enclosed pavilion in Eckhart Park for the months of May through September. All pavilion reservations and fee payments are made through the Parks and Recreation Department Office.

- 2) Reservations for groups of 300 or more and for groups planning special activities will require an additional Pavilion Use and Indemnification Agreement. The Parks and Recreation Board must approve this agreement. *For Parties of 300 or more people, an Indemnification Form MUST be filled out in addition to the Pavilion Reservation Form and a high damage deposit may be charged, depending on the event.

- 3) Pavilion Reservation Fees are as follows: Rental prices include sales tax. The Auburn Parks and Recreation Department only accepts cash or check.

| Pavilions | Less than 300 People | Deposit | 300 or More People |
|---|--|---------------------|---------------------------|
| Eckhart Enclosed Pavilion | City Resident \$80.00 Non-Resident \$110.00 | \$80.00 \$110.00 | \$375.00 |
| Smith Acres Open Pavilion (No Electrical Outlets) | City Resident \$40.00 Non-Resident \$55.00 | | — |
| Rieke Park Open Pavilions (Electrical Outlets) Kiwanis South _____ Kiwanis North _____ | City Resident \$45.00 Non-Resident \$60.00 | Per Pavilion | — |

- 4) Proof of liability insurance is required to rent the Eckhart enclosed pavilion if additional amenities are added to the property. It is strictly *prohibited* to put up any form of tent,

awning, inflatable, signs, have a D.J. or Band in any of the Auburn Parks without prior approval of the Auburn Parks and Recreation Board and proof of liability insurance, (see attached policy). No grills within 20 feet of any rental building.

- 5) Eckhart enclosed pavilion requires a deposit of \$20.00 due within 5 days of the rental request. The remaining balance is due 30 days prior to the rental date.
- 6) Reservations must be paid in full 30 days prior to the reservation. No refunds will be issued for cancellations 30 days and less prior to the scheduled event. A full deposit refund will be issued for cancellations of 31 days or more.
- 7) The Eckhart Pavilion vehicle entrance is at the southeast side of the pool parking lot. A key to the Eckhart Park drive-through gate and the pavilion must be picked up by 3:30 PM on the business day immediately prior to the reservation.
- 8) Only vehicles transporting food, supplies, elderly or physically challenged individuals are allowed to enter Eckhart Park. All other vehicles are required to use the municipal pool parking lot. The vehicle entrance gate *must remain closed*.
- 9) City Ordinance strictly *prohibits* the use of Alcohol when on Auburn Parks and Recreation Department property.
- 10) Indiana Smoking Ban Bill (HB1149) prohibits smoking in the following locations: public place, place of employment, areas within 8 feet of a public entrance or place.
- 11) It is the responsibility of the group to clean up all trash, leftover food, supplies and other material from the pavilion. This includes removing all piles of sawdust and materials that may be used for games and entertainment by the group. All trash should be securely deposited in the park trash containers. The renter will be invoiced an amount equal to the current overtime rate if it is necessary for the parks maintenance crew to work beyond the allotted one hour clean up time per group!
- 12) It is strictly *prohibited* to affix any object to the windows, walls, floors or counter this includes using tape.

PAVILION RESERVATION

The undersigned has read and understands the above and will comply with all rules and regulations of the Auburn Park and Recreation Department.

Please sign and return along with rental fee.

| | | | | | |
|---|--------------|------------|----------------------------------|--|--|
| _____ | | | _____ | | |
| Signature of Responsible Persons/Party | | | Authorized Park Personnel | | |
| _____ | | | _____ | | |
| Date | | | Date | | |
| _____ | | | _____ | | |
| Address | | | Receipt # | | |
| _____ | | | _____ | | |
| City | State | Zip | Damage Deposit Receipt # | | |
| _____ | _____ | _____ | _____ | | |
| Phone Number | | | Email Address | | |
| _____ | | | _____ | | |

Pavilion:

| | |
|-----------------------|-------------------|
| _____ Eckhart (< 300) | _____ Rieke South |
| _____ Eckhart (> 300) | _____ Smith Acres |
| | _____ Rieke North |

Reservation Date: _____

Make check payable to **Auburn Parks & Recreation Department**. Payment and reservation forms can be mailed or dropped off at the Parks and Recreation Department office, located at **1500 S. Cedar St., P.O. Box 506, Auburn, IN 46706**.