

# Town of Clay Recreation Department

## PAVILION/ GAZEBO RESERVATION FORM

### User Information

Name of user: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date requested: \_\_\_\_\_ Start Time.: \_\_\_\_\_ End Time: \_\_\_\_\_

Purpose of use: \_\_\_\_\_

Pavilion requested: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_  
\_\_\_Central Park(Wetzel Road) \_\_\_Central Park West (Henry Clay Blvd) \_\_\_Meltzer Park

Gazebo Requested: All Gazebo's are located at 3 Rivers Park  
\_\_\_ Gazebo #1 \_\_\_ Gazebo #2 \_\_\_ Gazebo #3

### Payment

\*Rental Fee: A one-time fee of \$25 will be required for Pavilion use. A one-time fee of \$15 will be required for Gazebo use. Payment will be collected in person upon permit pickup at least 48 hours prior to reservation date at Clay Town Hall Recreation Office. Office will be open between the hours of 9am-Noon and 1pm-3pm Monday-Friday.

\*\*Cancellations: Cancellations received more than 21 days before the original event date will receive a full refund. Cancellations received less than 21 days before the original event date will not receive a refund. Town of Clay Recreation Department holds the right to cancel any pavilion reservation at any time. If this situation were to arise, the permit holder would be issued a full refund.

### Terms of Use

Reservations are accepted in person or via phone on a first come, first serve basis. Pavilion/Gazebo Reservation Form must be received within 72 hours of reservation request. Payment will be collected in person upon returning Pavilion/Gazebo Reservation form and required to receive official park permit. Online Payment may also be collected upon request. Reservations requests will be accepted the 1<sup>st</sup> Monday in February on a first come first serve basis.

*I \_\_\_\_\_, agree to release the Town of Clay, its employees, agents and administrators from any and all claims I may have from damage arising out of my rental of a Town facility and agree to defend, indemnify and hold harmless the Town of Clay, its employees, agents, and administration from any claims by a third party arising in whole or in part out of my actions. I acknowledge it is my responsibility that all Town rules and policies are obeyed. I understand I will be responsible for charges due to loss or damages. I further assume responsibility for the actions of the above group. I have read and agree to abide by the terms of use.*

\*Signature \_\_\_\_\_

\*\*Signature must be the same as name on rental form. This person is the official permit holder.

## Pavilion Policies

All pavilion users are to follow all rules listed in Chapter 163 of the Town of Clay Code Book. An electronic copy of the code book may be viewed online at [www.townofclay.org](http://www.townofclay.org). Some key points include:

1. Park hours are 6:00am to 10:00pm in town wide parks. Neighborhood parks are 6:00am to 9:00pm.
2. Persons or groups using the pavilions will be held liable for damages done to the pavilion and/or park during usage.
3. All parks in Town of Clay are “carry in, carry out”. Users are required to remove litter or trash that is generated by gatherings.
4. No nails, pins, thumbtacks on any part of pavilion structure
5. Persons or groups are prohibited against the following acts:
  - a. Harming or defacing any building, structure or equipment including trees, plants etc.
  - b. Kindle, build, maintain, or use a fire other than in places provided or designated for such purpose except by special permit.
  - c. Deposit in any part of the park any garbage, sewage, refuse, waste, fruit, vegetables, foodstuffs, paper or other litter or obnoxious material otherwise than in receptacles or pits provided for such purposes.
  - d. Operate any motor vehicle, snow mobile, motorcycle, bicycle, or mini-bike, except from road to designated parking area.
  - e. Loud music or noise that may disrupt other activities in the park
  - f. Offer merchandise for sale without an additional permit
  - g. Bring animals into the park unless caged or restrained on leash
  - h. Bring into the park, or use therein, fireworks or firearms.
  - i. Parking prohibited on entrance road, turn around or grass areas
6. User agrees to abide by all current State and Local Covid-19 guidelines regarding social distancing and group gathering numbers.

### Town of Clay Recreation Department

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