

# GUIDELINES FOR PAVILION RENTAL AND USE

Facility rentals are available April through November only and may be made six months to 72 hours in advance. Please call Becca at (239) 922-4219 to inquire.

Pavilion \$50 per day

Eight picnic table seating for 40-50 people

One large grill

Located near playgrounds and restrooms



Shelter \$25 per day

Two picnic table seating for 8-10 people

One small grill

Located near playgrounds and restrooms



## **Prior to your reservation date:**

1. Please sign and return the Event Waiver/Release of Liability Form.
2. Pets, alcohol, smoking/vaping, bounce houses, pools, slip and slides, dye color activities, glitter confetti, or grease/deep fryers are not permitted.
3. There is no electricity or water at the pavilion and generators are not permitted.
4. All cars must pay to park. December through April, the parking fee is \$2 per hour or \$5 per day. May through November the parking fee is \$1 per hour or \$5 per day. Scan the QR code located in the parking lot and pay with your smartphone. Exact cash may be accepted in the pay machine - change is not provided.

## **Day of rental:**

1. Your rental is from 8 a.m.-5 p.m. only.
2. You are welcome to park vehicles in the cul-de-sac for short term unloading. All cars must be parked in a parking space once unloaded.
3. You may decorate the pavilion using tape, but do not use nails, staples, or anything else that would damage our trees or posts.
4. Please dispose of all trash and unwanted items, including food. Decorations such as balloons, streamers, or signs much also be disposed. The dumpster is located in the cul-de-sac. Larger items that will not fit in the trash container should go directly into the dumpster.

Cancellations may be made in person, by phone, or by emailing [bwemer@leegov.com](mailto:bwemer@leegov.com). Only the original renter may request a cancellation, and a valid photo ID or receipt number is required.

A non-refundable \$10 cancellation fee applies to all facility rental cancellations or transfers made at least 72 hours before the scheduled rental date and time.

No refunds will be issued for cancellations made less than 72 hours before the rental date and time.

\*Failure to comply with the terms of this agreement may affect your ability to rent in the future.

**Call 911 for ambulance, fire, or police emergencies.**