

Picnic Pavilion Reservations

The 2024 Reservation Fees for pavilions (see full list of reservable pavilions on page 12) are listed below:

For Small Pavilions (Seating capacity of 1-24 people)	\$50 for a 3-hour block (minimum) \$10/hr. for each additional hour
For Large Pavilions (Seating capacity of 25-65 people) For Groups who are not doing a special event/fundraiser, multiple pavilions may be required.	\$65 for a 3-hour block (minimum) \$15/hr. for each additional hour +\$15 electric use fee for Holmes-Foster and Spring Creek Park pavilions
Special Events/Fundraisers	<p> \$155 / 3 hr. block (minimum) \$50/hr. for additional hours. +\$30 electric use fee for Holmes-Foster and Spring Creek Park pavilions </p> <p> \$355 / 8 hr. block (maximum) “All Day” rate +\$70 electric use fee for Holmes-Foster and Spring Creek Park pavilions. </p> <p> Rentals are limited to: <ul style="list-style-type: none"> ● Holmes-Foster pavilions #1 and #2 ● Sunset pavilions #1 and #2 ● Spring Creek Park pavilions #1 and #2 ● Tudek Park pavilions #1 and #3 (#2 would be added if needed) ● Circleville Park pavilions #1 and #2 </p> <p> Special Event/Fundraiser Organizers must be recognized as an officially organized group or a PSU-recognized group in good standing; all PSU-recognized groups must provide an “in good standing letter” from the Penn State Office of Student Activities. </p> <p> For Fundraisers, sponsoring group must be recognized as an official non-profit, and must provide a copy of the current IRS-determination letter and/or the PA Bureau of Charitable Organizations letter. </p> <p> Special Events requests will be considered on a case-by-case basis, but only a few locations can accommodate a large special event. Approval is at the discretion of the Centre Region Parks and Recreation Director. </p>

- The Agency will accept pavilion rentals no more than one year in advance.
- **All non-special event pavilion rentals must reserve a minimum of eight (8) days in advance.**
- The season for pavilion rentals runs from the first Saturday in April through the end of October, and the daily rental period runs from 8 AM-8 PM.
- All family rentals such as birthday parties, small reunions, or picnics DO NOT need to provide proof of liability insurance.

- Groups, clubs, organizations, special events, and fundraiser rentals must provide proof of Liability Insurance with a minimum general liability policy of \$1,000,000.
- For Special Events/Fundraisers, please refer to additional policy information in the Special Events/Fundraising Policy.
- Pavilions not reserved in advance by another group may be used at no charge by a “single-family group” on a first-come, first-serve basis.
- Funbrella rentals at the pools and the pavilion at Park Forest Pool fall subject to the policies within this Fee Policy.
- In line with municipal park ordinances, and in order to protect park facilities, pavilion reservations are required for all “non-family” or “multiple family” groups.
- Staff is authorized to direct a catered event or those that involve private or commercial vehicle access to a site best able to accommodate access and to require a sufficient number of pavilion reservations to best accommodate the event at that park.
- Facility reservations must be paid in full at the time of reservation; **tentative reservations are not accepted**. A rental is complete once all documentation has been provided and the fees are paid.
- If an Agency requires an invoice for pavilion rental payment, that agency will have **10 business days** to make payment; if that payment deadline is not made, the reservation will be removed from the schedule.
- Reserving groups are entitled to sole occupancy of the rented pavilion.
- Pavilion reservations must include set-up time, the actual event time, and clean-up.
- Per municipal ordinances, the possession or consumption of alcoholic beverages and/or illegal drugs on park properties is prohibited.
- SCASD clubs and groups are exempt from pavilion rental fees (Monday-Friday, day or evening) during the school year, including a two-week period after the school year concludes and a two-week period before the school year begins. (For more information, see page 32.)
- Fees will be waived for sanctioned municipal events (i.e., official homeowner’s association meetings/picnics).

Permit Revision Fee

Once a pavilion rental payment is received, any revision (site, date, time) to that reservation is subject to a \$20 Revision Fee, payable at the time of revision. The Revision Fee is not eligible for refund, transfer or credit. Revisions must be made eight (8) days or more in advance of the reservation date.

Cancellation Policy

- Any cancellation within a **minimum of eight (8) days in advance** of the reserved time is eligible for a refund, credit or transfer to another date or site (in the same year) minus the \$20 Revision Fee.
- Any cancellation **less than eight (8) calendar days** prior to the reserved time is not eligible for a refund, credit or transfer.

Inclement Weather Policy

If heavy rain/downpours, thunderstorms, flooding, or high-wind conditions prohibit the scheduled pavilion use, a request to reschedule must be submitted to the Agency’s Office **on the first business day after the reservation no later than 5 PM**. No cancellations or rescheduling will be honored prior to the scheduled reservation date based on predicted weather forecast. The Agency will attempt to reschedule the group at no additional charge during the current season (April-October), pending availability. If rescheduling cannot be accommodated, a refund or credit is provided minus the \$20 Revision Fee.

Reserving a Sports Field with a Pavilion

If a group requests to reserve a sports field with a reserved pavilion, the Sports Field Reservation Fee (page 6) applies.

Other Municipal Parks & Pavilions

The pavilions listed below are available for unreserved, neighborhood group use. Pending special event requests at these neighborhood parks, reservation permits may be issued by the Agency for these pavilions; standard fees and conditions apply.

State College Borough
College Twp.
Ferguson Twp.
Harris Twp.

Smithfield Park, Tusseyview Park
 Dalevue Park
 Meadows Park, Suburban Park, Greenbrier-Saybrook Park (w/two pavilions)
 Kaywood Park

Patton Twp.

Oakwood Park (two pavilions), Woodycrest Park, Green Hollow Park, Park Forest Tot Lot, Marjorie Mae Park, and Ambleside Park

Staff is authorized to establish permit conditions and applicable fees (as specified in this policy) for non-family group use in the parks and/or pavilions listed above. Generally, these sites are not equipped with the facilities needed to host regular group use. The permit conditions seek to accommodate both neighborhood, sports, general park use, and group event(s). Group activity requests for sites without pavilions may be considered for special event permits as approved by the Agency Director. Permit conditions and applicable fees remain compliant with the intent of this Fee Policy.

Mobile Concessions Vendors

For renters using any Ferguson Township pavilions who want to contract with a mobile concession's vendor, that vendor must complete a Ferguson Township Mobile Concessions Vendor Permit before they can be scheduled for any Ferguson Township Park. This permit policy is NOT in effect for any other rentable pavilion or park within the Centre Region (does not include Halfmoon Township).