

Park Pavilion Fees & Policies

<p>For Small Pavilions (seating capacity of 1-24 people)</p>	<p>\$15/hr. x 3 hr. block (minimum) = \$45 \$10/hr. for each additional hour +\$5 electric use fee for Holmes-Foster and Sidney Friedman Park pavilions</p>
<p>For Large Pavilions (seating capacity of 25-65 people)</p> <p>For Large Groups (66+) who are not doing a special event/fundraiser, multiple pavilions will be required.</p>	<p>\$20/hr. x 3 hr. block (minimum) = \$60 \$15/hr. for each additional hour +\$5 electric use fee for Holmes-Foster and Sidney Friedman Park pavilions</p>
<p>Special Events/Fundraisers (seating for 66+ people)</p>	<p>\$150 / 3 hr. block (minimum) +\$20 electric use fee for Holmes-Foster and Sidney Friedman Park pavilions</p> <p>\$50/hr. for additional hours.</p> <p>\$350 / 8 hr. block (maximum) “All Day” rate +\$50 electric use fee for Holmes-Foster and Sidney Friedman Park pavilions.</p> <p>Rentals are limited to:</p> <ul style="list-style-type: none"> • Holmes-Foster pavilions #1 and #2 • Sunset pavilions #1 and #2 • Sidney Friedman Parklet Performance Canopy • 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>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.

- The season for pavilion rentals runs from the first Saturday in April through the end of October, and the daily rental period runs from 8:00am-8:00pm. Three hour (or more) blocks can be scheduled during these times.
- 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.
- Small and large pavilion rentals must reserve a minimum of seven (7) days in advance.
- 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 (without a reservation) at no charge by a “single-family group.”
- Funbrella rentals at the pools and the pavilion at Park Forest Pool fall subject to the rental policies under Aquatics.
- 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 pg. 31.)

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.

Cancellation Policy

- Any cancellation within a **minimum of 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 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 must be submitted to the CRPR Office **no later than 5 PM on the first business day after the reservation.** CRPR 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 (pg. 5) 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 CRPR for these pavilions; standard fees and conditions apply.

State College Borough	Smithfield Park, Tusseyview Park
College Twp.	Dalevue Park
Ferguson Twp.	Meadows Park, Suburban Park, Greenbrier-Saybrook Park (with two pavilions)
Harris Twp.	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 CRPR Director. Permit conditions and applicable fees remain compliant with the intent of this Fee Policy.

- I have read and understand these rules and regulations regarding my request for a rental with Centre Region Parks and Recreation.

Signature

Date