

## RULES AND REGULATIONS FOR THE RESERVATION AND USE OF THE HIGH PLAINS COMMUNITY CENTER PAVILION AREAS

1. Cars are not allowed in the pavilion area except for necessary loading or unloading of supplies. Cars must be kept off the open field areas. The only place cars are permitted to park for the Rotary – Cuzzocreo Memorial Pavilion (Back Pavilion) is along the tree line on the right side.
2. All beverages must be in cans or paper and plastic containers. Glass containers are not allowed.
3. All fires and cooking must be confined to portable grills under the pavilion. No open fires will be allowed.
4. The picnic area for the Rotary – Cuzzocreo Memorial Pavilion (Back Pavilion) is defined as.....the pavilion, portable restrooms, dumpster usage for garbage and picnic tables. A ball field must be requested separately when making the reservation. **The picnic area for the Fairgrounds Pavilion is defined as.....the pavilion, picnic tables and dumpster usage for garbage. The Fairgrounds field area must be requested separately when making the reservation.**
5. A security and rental deposit is required when booking the use of the pavilions. If there is no damage or broken equipment and the key for the dumpster is returned with no damage, the security deposit will be returned in full. If there is any damage, the security deposit will be forfeited and an additional charge will be assessed for the damage upon review by the Park and Recreation Department. **(Please write separate checks for security deposits and rental fees)**

**ROTARY – CUZZOCREO MEMORIAL PAVILION (BACK PAVILION) - \$200 (Security) + \$200 (Rental fee) = \$400**

**FAIRGROUNDS PAVILION - \$400 (Security) + \$400 (Rental fee) = \$800**

**(Security deposits also include the key to open up the dumpster for garbage clean-up at the end of the event/picnic. If the key is not returned or damaged, the security deposit will be lost. If the key is handed in on time and there is no damage to the pavilion, or no broken equipment, the security deposit will be returned in full.)**

**Orange based non-profit organizations holding events will not be charged the rental fee but must pay a dumpster fee of \$40 for the Rotary – Cuzzocreo Memorial Pavilion and \$60 for the Fairgrounds Pavilion. Money received for these rentals will be put into a revolving fund which will be used for improvements and upgrades to the pavilions.**

6. The High Plains Pavilion areas officially close at sundown, unless extended hours are approved.
7. It is understood that all residents are entitled to reserve this area only once per season (April-October) and rain dates are not allowed in advance. Should a date be rained out, another application may be submitted during that season.
8. Alcohol is permitted upon receiving a permit from the Orange Police Department, (at least one week in advance). Under no circumstances is alcohol permitted outside the immediate pavilion area.
9. Exceptions to the above rules and regulations may be made by the Director upon approval of the Park and Recreation Commission.

Revised August 2018  
In Effect: January 1, 2019

**ORANGE PARK AND RECREATION**

Enclosed is a check in the amount of \$ \_\_\_\_\_ for the required security deposit and a check in the amount of \$ \_\_\_\_\_ for the pavilion rental. The total amount enclosed is \$ \_\_\_\_\_. (Please make both checks payable to Treasurer Town of Orange)

Date requested \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time requested: From \_\_\_\_\_ to \_\_\_\_\_

**Number of people that will attend the event/picnic \_\_\_\_\_**

**\*\*\* If the number of people that will attend the event/picnic exceeds 300 or more the event/picnic must get approval by the Park and Recreation Commission and a fee will be set, based on the number of people attending.**

Name, address, phone number and email of applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City/State) (Zip Code)

Home phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

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

**ALL PAVILION RENTALS MUST BE MADE WITH THE PARK AND RECREATION DEPARTMENT.**

**REFUNDABLE SECURITY DEPOSITS FOR THE USE OF THE HIGH PLAINS PAVILION AREAS:**

<u>Rotary – Cuzzocreo Memorial Pavilion (Back Pavilion)</u>	<u>Fairgrounds Pavilion</u>
<b>\$200.00</b>	<b>\$400.00</b>

\*Security deposit now also includes the key to open up dumpster for garbage clean-up at the end of the event/picnic. The key must be returned with no damage, to receive security deposit in full.

I have read the rules and regulations for use of the pavilion areas at the High Plains Community Center. I agree that all those attending my event/picnic shall abide by these rules or the Town shall have the right to revoke our permit.

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_