

# Pavilion Policy

All applications require a \$150 deposit to reserve the pavilion. Deposits will be refunded after premises are inspected by an authorized Town of Seneca representative. Costs for any damage or for cleanup and disposal of trash, rubbish, or debris will be subtracted from the deposit prior to being returned. In the event that the cost for repair of damages or cleanup exceeds the deposit fee the Town of Seneca reserves the right to seek any and all legal remedies to collect the costs from the applicant.

## Fee Schedule:

Residents: No usage fee for pavilion

Non-residents: \$100, per side, usage fee to use the Park pavilion.

Reservations for non-residents will not be accepted more than 45 days in advance.

Pavilion reservations for January or February dates may be secured beginning November 1 of the previous year. Reservations for March through December will be accepted beginning January 2 of the current year.

All reservations are on a first come basis.

Town residents can reserve the pavilion for one date per household at a time. The household must wait 30 days before reserving an additional date. One date per household can be reserved every 30 days.

The group will be responsible for cleaning facilities after use including bathrooms and picnic areas used. All litter and trash must be removed from the park. A fee will be deducted from the deposit if any town property is damaged and/or not left neat and clean based on the Town's inspection.

Groups are responsible for securing facilities after their use. This includes checking and locking all doors.

If keys are requested, the keys must be returned to the Town-designated drop box the same day, immediately following hours of use.

The person signing the facility use form is responsible for upholding park rules and regulations for the group and is also responsible for the return of all keys issued for park use. Failure to return keys issued for park use will result in permission for future group use of park facilities being denied as well as forfeiture of deposit.

The maximum occupancy of the pavilion is 100 persons. No reservations will be accepted for groups larger than 100.

The pavilion can not be reserved for commercial uses such as, but not limited to, sales, solicitation, or displays. Company meetings and picnics are allowed within the pavilion.