

# Town of Lovettsville

## Walker Pavilion Reservation Policy

*Approved October 22, 2015*

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### **INTENT:**

The Town of Lovettsville has directed public resources to develop quality park space for the community. It is the intent of the Mayor and Town Council to allow individuals, families, charitable, benevolent, and civic organizations the ability to rent these spaces for activities that promote the public good and add to the quality of life for the residents of Lovettsville and the surrounding area. These uses must be of value to the community, uphold the community's social norms and values and/or serve as a benefit to the Town.

### **NEED FOR RESERVATION:**

1. Exclusive use of the Pavilion
2. Use of electric supply or water
3. Any structures such as tents

### **RESERVATIONS:**

1. The Walker Pavilion may be reserved for events by Town residents, out-of-town residents, non-profit or corporate groups. All renters must apply for rental using the Walker Pavilion Rental Application. Fees and times are listed on this application form.
2. Reservation applications will not be accepted more than twelve months before the planned event nor less than 5 business days prior to the day of the event.
3. Reservations can be between the hours of 10 am and 9 pm.
4. An approved reservation permits the renter to the exclusive use of the Walker Pavilion and 100 foot radius around the Pavilion. The remainder of the Town Green, picnic tables, portable restroom (if present), and any other public facilities must be shared with the public. Four temporary signs are provided in the storage area for the renter to use to designate the area for their exclusive use.
5. One table and 6 chairs (one set) and a cornhole game set are provided with the Pavilion rental and are located in the storage room. Additional sets of table and chairs may be requested for an additional fee as described on the Rental Request form.
6. The renter must have a copy of the approved reservation with them during their use of the public space.

7. Any rentals for uses beyond that described above shall be considered, negotiated and approved on a case by case basis by the Town Manager or designee. Such uses may include but not limited to concerts, day long fairs or events, use of inflatable amusements, weddings, use of tents larger than 10x20 (20x20 or larger requires Loudoun County Fire Marshall approval), rentals beyond the time periods available or high water use event (or activities with running water).
8. All sales of goods or services other than food concessions must be approved by the Town Manager or designee.
9. No admission fee will be allowed.
10. The Town has the right to refuse any requests for renting the Town property. The Town will work to provide equal access to Pavilion rentals so that no one group monopolizes the property. If demand justifies, the Town may limit rental availability.
11. The Town has the discretion to require the Renter to furnish proof that they are covered with a minimum of \$1,000,000 of liability insurance with the Town Government being added as an additionally insured.
12. The Renter is responsible for any damages that occur to the Walker Pavilion or Town Green. The Town has the discretion to request a deposit for a rental.
13. The Town reserves the right to reject future reservation requests if any of the Rules are not followed.

### **Rules for Use:**

1. Rental is for the time period specified on the Rental Request form only (including set up and take down).
2. No driving or parking on the grass or sidewalk, even for unloading. Cars must be parked on the street and all items carried in.
3. No grilling or cooking within 15 feet of the Pavilion or other structures. Use of crock pots and coffee pots in the Pavilion is acceptable to heat up and keep food warm.
4. Any use of fire other than grilling as described above must be approved by the Loudoun County Fire Marshall's office and written approval provided to the Town with the Rental Request form.
5. No alcoholic beverages or tobacco products shall be consumed or used in the Town Green or Walker Pavilion. Exceptions may be made for events with a valid ABC permit.
6. Pets must be on lead and picked up after.
7. No littering. All trash must be collected and removed by the renter and disposed of offsite.
8. A portable restroom facility will be available at the Town Green during the summer months and is available for public use.
9. Noise must be kept to a reasonable level.
10. Tents may not be attached to existing structures.
11. Damage to structures or property is the responsibility of the renter. No tape, nails or other fastening devices are permitted for use in the Pavilion.