

Pavilion Rental Policy Information

Pavilion Usage: Pavilions may not be reserved more than six (6) months in advance. **No Pavilions may be used for fundraising purposes without prior approval from the City Manager.** Commercial solicitation and transactions are prohibited. Requests for periodic, regularly or recurring use of Pavilions must be approved by the Parks and Recreation Manager.

Hours: Pavilions may be rented Friday through Sunday: 8AM to 11PM. No Pavilion may be used outside of this time frame without prior approval from the Parks and Recreation Manager. Please allow appropriate time for setup before the event and clean up after the event.

Rental Agreement: To reserve any Pavilion, a Facility Rental Agreement must be completed, signed and returned to the Parks and Recreation Division, Ronald Bridges Park, 5285 Lakeside Drive.

Police/Security: If the City requires a Police Officer to staff the renter's use of the Pavilion, the renter will be required to hire an off-duty Union City police officer to staff the event.

Rental Fees: All rental applicants must pay a rental fee as follows to rent the facility:

Union City residents: A Rental Fee in the amount of \$115 per day for the East Pavilion and/or \$150 per day for the West Pavilion shall be presented to the Parks and Recreation Division at the time of reservation.

Non-Union City residents: A Rental Fee in the amount of \$130 per day for the East Pavilion and/or \$175 per day for the West Pavilion shall be presented to the Parks and Recreation Division at the time of reservation.

Reservation Status: A rental reservation is considered binding after the Facility Rental Agreement has been signed by the rental applicant and approved by City personnel. Rental applicants may not advertise any event until the Facility Rental Agreement has been approved.

Cancellation Policy: All cancellations will result in forfeiture of all Rental Fees.

Cleaning: The Pavilion must be cleaned, all decorations and trash must be removed, and the Pavilion must be vacated by the end time indicated on the Facility Rental Agreement. The rental applicant is responsible for removal of all personal articles, including leftover food, decorations, and trash. Rental applicant shall sweep the floor. If it becomes necessary for City personnel to do an extensive amount of cleaning, there will be a corresponding deduction from the security deposit, as determined by the Parks and Recreation Division.

Caterers: Rental applicants may choose to employ an outside caterer for their event. Caterers are required to abide by all policies outlined in the Facility Rental Agreement. All food and beverages must be removed from the premises after the event. Waste food, ice and beverages may not be dumped onto soil or landscaping anywhere on the premises by guests or catering staff. Rental applicants and/or their caterers are required to provide their own tableware, linens, and service needs. No catering equipment, decor or other items may be left behind or stored on the property after an event unless prior arrangements have been made with the Parks and Recreation Manager. The City of Union City is not responsible for any lost or stolen equipment.

Personal Property: The City of Union City is not responsible for any valuables or personal property left on the premises.

Alcoholic Beverages: Consumption or possession of any alcoholic beverage within, on or around any city-owned and maintained public parks and recreation areas is prohibited.

Minors: Any rental applicant with participants under the age of 21 is required to have at least one adult chaperone for every ten minors present during the event.

Pavilion Appearance: The City of Union City cannot guarantee that the rented space will have the same appearance as when originally viewed. Renters are encouraged to inspect the Pavilion in adequate time prior to their event. If the renter believes that the Pavilion condition is inappropriate s/he shall immediately call Lee Blitch (770) 853-9345 to request assistance.

Firearms/Air Rifles: Firearms and Air Rifles are prohibited by City Ordinance, on or around surrounding areas being property of the City of Union City.

Decorations: No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass or fixtures.

Confetti: Thrown rice, birdseed, glitter, and all types of confetti are prohibited inside any pavilion.

Candles: All candles must be contained in a glass container taller than the top of the candle flame.

Smoking: Smoking is prohibited in and around all City Park Facilities.

Animals: Animals are not permitted inside in and around any pavilions without prior approval of the Parks and Recreation Manager.

Parking: Limited spaces are available for parking at and around the Etris Community Center. Vehicles shall not be parked on the grass or any unauthorized or unmarked parking location.

Questions/Problems? If you have any questions or problems before, during, or after the event at any Pavilion, please call Lee Blitch (770) 853-9345.



Ronald Bridges Park

Etris Building Multi-Purpose Room

5285 Lakeside Drive

Union City, Georgia 30291

(770) 964-1236 (voice)

(770)964-1288 (fax)
