

VILLAGE OF CASTILE  
53 N MAIN ST  
585-493-5340X102

Application for use of Park Pavilion

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

I would like to use the Pavilion in the Village Park on the following date: \_\_\_\_\_

I intend to use this for (state nature of use): \_\_\_\_\_

I have read the rules for the use of this facility and I agree to abide by these rules: \_\_\_\_\_

Please be advised that the Village of Castile will be held harmless from any activities arising from your event.

\_\_\_\_\_ The function will be open to the public.  
\_\_\_\_\_ This will be a private function.  
\_\_\_\_\_ I would like to serve alcoholic beverages at this function and I request  
permission to do so.  
\_\_\_\_\_ Approximate number of people expected to attend.

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

FEE:	Castile Resident	\$100.00-nonrefundable	_____
	Non Castile Resident	\$125.00-nonrefundable	_____
	Refundable Deposit	\$25.00	_____
	Total		_____

With execution of this agreement, receipt of fee is hereof acknowledged.

Application has been approved \_\_\_\_\_

Village Clerk

HOW YOU MAY HELP

1. Use the parking lot.
2. The Village has provided garbage cans for use, but it is a carry in and carry out park.
3. Turn off electric lights and water.

4. Everyone must be out by 11:00 pm.
5. Lock up properly:
  - (1) Large barn door locked securely
  - (2) Door to both restrooms locked on the outside.
  - (3) Close the door and lock.
6. Clean up must be **COMPLETE ON THE DAY OF USE**. The Village will inspect by 8 am the following day.
7. Return the key to the Clerk's Office on the next business day.

PLEASE REMEMEBR TO PICK UP THE KEY ON THE LAST BUSINESS DAY BEFORE THE RENTAL DAY!!!

### RULES AND REGULATIONS Castile Park Pavilion

1. Rental and use is on a first come, first served basis.
2. Rent is payable in advance. This must be paid in order to reserve that day and is non-refundable. If you cancel your reservation, your rental fee will not be refunded, unless we are able to rent the pavilion to someone else on that day.
3. A rental day is from 9:00 A.M. to 11:00 P.M., or any portion thereof.
4. Trash containers are provided and for your use, however, all trash must be removed by the renter. The parking lot is available for your use.
5. All tables and chairs must be picked up and put in their proper place. Floors must be swept.
6. Do not use staples or nails for hanging decorations. You may use tacks, wire, tape or string and it ALL must be removed.
7. The person reserving use of the pavilion is responsible for the pavilion being locked when leaving; and in the failure to lock up on leaving, he will be held accountable for any resulting damage by person, or persons unknown.
8. Any clean up after pavilion use must be completed by THE DAY OF USE. The following morning a Village employee will inspect the premises by 8 am to determine if your deposit is refundable. Anything left on the property, by 8am will be confiscated by the Village and disposed of. Should the pavilion not be clean by 8 AM, Village employees will do the work, chargeable at the regular hourly rate, or if the work is done on a Saturday or Sunday, at the prevailing overtime rate. Any cost will be billed to the person renting.
9. In the event the pavilion, or surrounding area, is damaged as a result of such rental, the cost of necessary repairs, with any additional costs to be recovered, will be billed to and payable from the persons renting the pavilion.

10. A Village Employee will make an inspection by 8:00 A.M. the day following the use of the pavilion and determine its condition as being acceptable. Finding the pavilion clean and in as good a condition as when taking over, said person making the inspection will report his findings to the Village Clerk.

11. Any adult person renting the pavilion for use of a youth group must agree to provide proper supervision for such group, with a chaperone being a mature twenty one year old adult; however, in the event it involves a large number, a suitable ratio is one mature adult for each twelve youths.

12. Daily use by government programs, i.e. recreation and celebrations must also include adherence to the following clean up procedure: While the pavilion may be rented each day and evening, all materials from daily use should be picked up, cleaned up and swept up. All supplies should be carefully stored in the storage room. If messy media is to be used, table and floor covers should be used. Failure to comply with the foregoing may be cause for dismissal.

13. Report all damages, or malfunctions to the Village Clerk, 51 North Main Street.

14. This pavilion has been provided by you, the citizens of the Village of Castile. While it is your pavilion, all must adhere to this policy in order that everyone may continue to use the pavilion.

THANK YOU FOR KEEPING THE PAVILION IN GOOD ORDER FOR ALL TO ENJOY!! BOARD OF TRUSTEES  
VILLAGE OF CASTILE