

**VILLAGE OF CASTILE  
51 NORTH MAIN STREET  
Telephone 585-493-2233**

**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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This 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** \_\_\_\_\_

Fees: Castile Resident \$100.00 (Non - Refundable)	_____
Non Castile Resident \$125.00 (Non-Refundable)	_____
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. Place garbage and trash in rubbish cans. They will be removed by the Village.
3. Turn off electric lights and water.
4. Everyone must be out by 11:00 P.M..
5. Lock up properly:
  - (1) Large barn door locked securely.
  - (2) Door to both restrooms locked on the outside.
  - (3) Close door and lock.
6. If unable to clean up at night, clean up first thing in the morning before the next lessee arrives. The Village picks up garbage by 7:00 A.M.
7. Return the key to the Clerk's office on the next business day

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

**RULES AND REGULATIONS**  
Castile Park Pavilion

2. Rental and use is on a first come, first served basis.
3. 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.
4. A rental day is from 9:00 A.M. to 11:00 P.M., or any portion thereof.
5. Trash containers are provided. A parking lot is there for parking vehicles.
6. All tables and chairs must be picked up and put in their proper place. Floors must be swept.
7. Do not use staples or nails for hanging decorations. You may use tacks, wire, tape or string and it ALL must be removed.
8. 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.
9. Any clean up after pavilion use must be completed by 7:00 A.M. the day following its use. Should clean up not be done by 7:00 A.M., 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.
10. 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.
11. A Village Employee will make an inspection by 7:00 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.
12. 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.
13. 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.
14. Report all damages, or malfunctions to the Village Clerk, 51 North Main Street.
15. 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**