

ST. CHARLES PARKS AND RECREATION BOARD
"Permits For Use of Picnic Shelter/Pavilion Policy"

It is the policy of the St. Charles Parks and Recreation Board that **"Advanced Reservations and Permits are required to reserve Picnic Shelters/Pavilions"**. These reservations will be taken annually (on a calendar basis) January through December, except as noted herein.

Permit Period

On January's first day of business for the Park Office (in a given calendar year) reservations for that calendar year will be taken on a "First Come First Served" bases, per policy.

Reservation Requests

Reservations may be made in person, by phone or other electronic means as available, or by mail. Reservation requests received by mail or other "written" electronic means within twenty-four hours prior to the first business day in January, shall be recorded as to order of receipt and processed as if received at the moment of opening for business in the new year. Written reservation requests received before the twenty-four hour period shall be recorded in the order received; but shall be processed subsequent to the other requests being completed.

Reservation Confirmation

Reservations shall not be considered confirmed until a written facility use permit has been issued. Said permit is to be issued subsequent to the "Application For Use Of Park Facilities Form" being completed and payment of service fees, if apropos, being received by the Park Office (within 10 days of the application form being received). All rules & regulations, ordinances and laws shall apply. The Park reserves the right to void any permit issued if the necessary payment has not been received or where the payment has not been legally transferred into the Park Department account.

Reservations and/or Permits will be issued for use of a shelter/pavilion only. Responsibility/liability for use of the park facility rests with the person or entity who made the reservation. The Park Department reserves the right on an emergency basis to cancel any reservation or permit previously issued. Such would be for the safety/protection of park patrons, facilities, resources or misrepresentation of the purpose for facility usage. In the event of an emergency condition (natural disaster, war, civil unrest, etc.) all agreements, rental contracts, permits and/or advance reservations as deemed necessary, may be subject to dissolution or amendment.

Advanced Reservations

Advanced reservations shall not be taken before the annual January start date. Advanced reservations are available with a non-refundable fee equal to five (5) times the annual reservation fee (due when the reservation is made) plus the annual use fee (due 120 days prior to the yearly function). Failure to pay the annual use fee or use of the facility would result in discontinuing the advanced reservation status of the park facility. This advanced reservation fee would be renewable every five years to maintain the advance status. Advance registration/fee would apply

to each shelter/pavilion reserved.

Prohibition of peddling, vending, soliciting or sales.

No peddling, vending, solicitation or sales of any kind, including but not limited to garage sales, food/beverages sales, or goods, may be conducted from a park pavilion.

Special events using large areas of a park which creates adverse rental availability for private reservations shall be charged fees associated with the pavilion rental as it is unavailable to the general public.

Board Approval: June 15, 1994; January 3, 2013