

# RUSSELL PARK PAVILION RESERVATION POLICY

## **Reservation Policy**

The pavilion may be reserved up to one year in advance. The party holding the reservation for the current year has a grace period of 10 days to renew the same pavilion for the same day (such as the first Saturday in August) the following year. On the 11th day the pavilion becomes available for reservation by any other interested party. Any conflict with a date will be handled on a first come first serve basis. Telephone reservations will not be accepted. The person or group holding the reservation has use of the assigned pavilion. Pavilions may be reserved by only one group per day.

## **Fees**

In order to avoid any conflicts, the Russell Park reservation permit should be carried with you to your event. We can provide you with an extra copy of your permit so that you may post it in a visible area on the pavilion the morning of the event.

**City residents\*** – There is no charge for city residents to reserve a pavilion.

**Non-residents\*** – A \$50 non-refundable fee will be charged to non-residents. *(A group or individual that has paid the non-resident fee would be entitled a refund of that fee if prior cancellation notice of the event was given. Messages may be left anytime at 517.589.8236 x 100.)*

**\*The city reserves the right to charge a clean-up fee if pavilion is not left in good condition and requires clean-up or repair by the City of Leslie.**

## **Clean-up**

The person or group reserving the pavilion is responsible for clean-up of the facility after its use. All trash is to be placed in the refuse containers. The person or group reserving the pavilion assumes responsibility for damage done to the facility.

Note: The City crew makes every attempt to ensure the park is serviced and the trash receptacles are emptied before your reservation. This is a public park and subject to public use. We would like to be informed if you find our facilities in extreme disorder.

## **Pavilions**

OLD PAVILION -16'x40', 6 double plug outlets, 3 overhead lights.

NEW PAVILION -30'x48', 6 double plug outlets, 3 overhead lights.

## **Decorations**

All decorations must be removed after the scheduled event. Masking tape or tacks are permitted. Staples or nails are not allowed to be used.

Note: The reservation is for the specified pavilion only. City parks are open to the public during all events.

All park rules, city ordinances, and state and federal laws apply to any event held at the pavilions within Russell Park.

ANY CONFLICTS REGARDING THIS RESERVATION, CALL THE LESLIE POLICE DEPARTMENT AT 517.589.9700.