

# PAVILION RESERVATION FORM

Edwardsville Township Community Park  
6368 Center Grove Road, Edwardsville, IL 62025

Edwardsville Township offers pavilions and facilities located in Edwardsville Township Community Park for the use of the general public. Reservations must be made in advance at the Township Office, located at 300 W Park Street, Edwardsville (Monday-Friday 8:30 AM - 4:30 PM).

**Reservations will be awarded on a first-come, first-served basis.**

**Special Event Permit may be required for events over 75 guests.**

**Pavilion 1** (Capacity 100-150)

Resident Fee: \$100

Non-Resident Fee: \$150

**Pavilion 2** (Capacity 75-100)

Resident Fee: \$60

Non-Resident Fee: \$110

**Pavilion 3** (Capacity 50-75)

Resident Fee: \$60

Non-Resident Fee: \$110

**Pavilion 6** (Capacity 30-40)

Resident Fee: \$60

Non-Resident Fee: \$110

**Pavilion 4** (Capacity 30-40)

Resident Fee: \$30

Non-Resident Fee: \$50

**Pavilion 5, 7, 8** (Capacity 20-35)

Resident Fee: \$25

Non-Resident Fee: \$35

## **Alcohol**

Alcohol is not permitted in Edwardsville Township Community Park

## **Amenities**

- Edwardsville Township does NOT provide amenities such as portable toilets, sound systems, stages, tables, chairs, tents/canopies, fencing or other equipment.
- Amenities and event features are provided at the sole expense and risk of the Event Organizer.
- Costs incurred in acquiring necessary permits, certifications, plans, insurance, and all other documentation, as required by the Township, are the sole expense and risk of the Event Organizer.

## **Amplified Sound**

Amplified sound is not permitted in Edwardsville Township Community Park

## **Refunds/Cancellation/Weather**

Fees will be refunded, or applied to a future reservation, for inclement weather or cancellation of your reservation 4 weeks in advance. Weather related refunds must be requested within 5 business days of the reservation date.

## **Non-Profit 501 (C) 3**

Non-profit organizations will be charged full fees. Fee waivers are available for facility reservation fees. Applications for fee waivers are available and must be submitted with the facility reservation applications to be considered.

## **Garbage/Trash Clean-up**

Multiple trash cans and one dumpster are available onsite.

Individuals and/or organizations are responsible for the condition of the area being used. Reservation holders will be held financially responsible for damage or abuse to pavilions, tables, or other equipment that appear to be beyond normal wear. Please report any damage, vandalism or dangerous conditions to the Township immediately.

## **Prohibited Activities**

- Solicitation or sale of items is not permitted.
- No bonfires or open flames except in provided grills.
- No parking and/or driving vehicles on grass, athletic fields, and pathways.
- Signage/Decoration: Permanently fastening or attaching (staples, tacks, nails, screws) any rope, sign, banner, flyer or other object to any tree shrub or park feature on Township property is strictly prohibited. All signage/decorations must be temporarily secured (tape, string, ribbon) and completely removed after the event.
- General park rules are posted on signs throughout the park. Violation of these rules will cause denial of future use.
- No animals of any kind (including dogs) are permitted. Service animals with proper identification are always welcome.

# PAVILION RESERVATION FORM

Today's Date: \_\_\_\_\_

Date(s) of Reservation: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Number of Guests Expected: \_\_\_\_\_ **Special Event Permit may be required for events over 75 guests.**

Name of Organization or Family: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Edwardsville Township Resident: Yes: \_\_\_\_ No: \_\_\_\_

**Pavilion Reserved:** \_\_\_\_\_ **Fee:** \_\_\_\_\_

The applicant must present driver's license, voter registration card, or utility bill in applicant's name in order to receive the Resident Rate. The Township office will make a photocopy and attach it to the application. The Township reserves the right to verify the information presented, and if the information is incorrect, the Township reserves the right to cancel reservation or assess additional fees. Please be aware that it is unlawful for a nonresident individual or organization to fraudulently apply for use of the Edwardsville Township Community Park facilities through the use of an Edwardsville Township address.

Edwardsville Township does not discriminate on the basis of race, color, religion, sex, national origin, marital, veteran or handicapped status in its services, programs, or policies.

## HOLD HARMLESS AGREEMENT

THE APPLICANT IS RESPONSIBLE FOR INFORMING THE GROUP MEMBERS OF THEIR DUTIES AND RESPONSIBILITIES UNDER POLICIES AND PROCEDURES.

1. It is understood that participants unconditionally release and waive any and all claims, liabilities, and causes of action and agree to defend, indemnify, and hold harmless Edwardsville Township, and its employees, Board of Trustees, and agents from all claims, demands, losses, expenses (including attorney's fees), damages, liabilities and actions arising out of or resulting from use of this facility.
2. Applicants willful misrepresentation of any fact contained in the application shall constitute grounds for the Township to, without prior notice or inquiry of any kind, immediately deny any permit sought by applicant or, without any prior notice or inquiry of any kind, cancel, revoke, or rescind any permit that may have been approved and granted to applicant hereunder.
3. The undersigned has read the foregoing application and has completed the same to the best of his or her information and belief, and the undersigned has full and complete authority to so do and to execute the same in his or her represented capacity.
4. Each group shall be fully responsible for leaving the facility in the same physical condition in which the facility was found. The expenses resulting from any damage or undue maintenance to the facility shall be charged to the applicant. Failure to meet any monetary obligations beyond the reservation fee within thirty (30) days of billing will be cause for cancellation of future privileges and for legal action, including all costs incurred by Edwardsville Township for collection.
5. Each group shall be fully responsible for any and all repairs and/or damages made to Edwardsville Township Community Park equipment and grounds arising out of or resulting from use of this facility and for the replacement of stolen equipment.
6. Alcohol is prohibited on all park property.
7. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by Edwardsville Township
8. I agree to be responsible for the conduct of the group in and about the facilities in use, for the control and containment of noise, litter and damage beyond ordinary wear and tear, which may occur while using the premises.
9. I further agree that the use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

\_\_\_\_\_ I am over 18 years of age.

\_\_\_\_\_ I agree to adhere to all policies set forth by Edwardsville Township.

\_\_\_\_\_ I acknowledge that all information, to the best of my knowledge, provided on this form is truthful.

\*\*Applicant must initial all statements above.

I have received a copy of the rules and regulations that govern the use of the Edwardsville Township Community Park. I understand that failure to abide by the rules could result in denial of future reservation.

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

for office use only

date: \_\_\_\_\_ amount: \_\_\_\_\_ card: \_\_\_\_\_ cash/check #: \_\_\_\_\_ calendar: \_\_\_\_\_ initials: \_\_\_\_\_



**RULES FOR EDWARDSVILLE TOWNSHIP COMMUNITY PARK**  
 6368 Center Grove Road, Edwardsville, IL 62025



- SUMMER HOURS: 8:00 A.M. - 8:30 P.M. – APRIL 1<sup>ST</sup> – SEPTEMBER 4<sup>TH</sup>
- SEASONAL HOURS: 8:00 A.M. - 7:00 P.M. – SEPTEMBER 5<sup>TH</sup> - NOVEMBER 6<sup>TH</sup>
- WINTER HOURS: 8:00 A.M. - 5:00 P.M. – NOVEMBER 7<sup>TH</sup> - MARCH 13<sup>TH</sup>
- SEASONAL HOURS: 8:00 A.M. - 7:00 P.M. – MARCH 14<sup>TH</sup> - MARCH 31<sup>ST</sup>
- PERSONS CAUSING ANY KIND OF DAMAGE IN PARK WILL BE HELD PERSONALLY LIABLE.
- NO ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES/HALLUCINOGENS ALLOWED IN THE PARK.
- VEHICLES (CARS, TRUCKS, VANS, MOTERCYCLES OR BYCICLES) SHALL BE DRIVEN ON ROADWAYS.
- VEHICLES WILL BE PARKED IN DESIGNATED PARKING AREAS ONLY.
- NO DOGS, CATS, HORSES OR PONIES, OR OTHER ANIMALS IN THE PARK
- NO WEAPONS, MISSILES OR FIREWORKS IN THE PARK.
- NO UNLICENSED VEHICLES IN THE PARK.
- NO ANNOYANCES OR DISTURBANCES WILL BE PERMITTED.
- NO POSTERS, PLACARDS OR ADVERTISEMENTS SHALL BE POSTED.
- NO GOLFING ALLOWED IN THE PARK.
- NO FLYING OF MODEL AIRPLANES OR DRONES IN THE PARK.
- NO CONCESSIONS STANDS SHALL BE PERMITTED ON PARK PREMISES.
- NO FOR PROFIT ORGANIZATIONS SHALL HAVE USE OF THE PARK.
- ALL PARK USERS SHALL CLEAN UP AFTER THEIR FUNCTION. WASTE TO BE DEPOSITED IN TRASH CONTAINERS.
- FIRES TO BE USED ONLY AT DESIGNATED AREAS. DO NOT DUMP GREASE ON GRASS OR IN DUMPSTER.
- ALL SPORTS TO BE HELD IN DESIGNATED AREAS. NO BOUNCE HOUSES OR WATER RELATED POOLS, SLIDE, ETC., ALLOWED
- PICNICS SHALL BE HELD IN DESIGNATED AREAS.
- NO AMPLIFIERS WILL BE PERMITTED WITHOUT PERMISSION.
- YOUR COOPERATION IN MAINTAINING THE RESTROOMS WILL BE GREATLY APPRECIATED.
- RULES MAY BE REVISED AT ANY TIME. EDWARDSVILLE TOWNSHIP DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL, VETERAN OR HANDICAPPED STATUS IN ITS SERVICES, PROGRAMS OR POLICIES.
  
- **PAVILION RESERVATION FEES (TOWNSHIP RESIDENT) :**
  - PAVILION #1 - \$100
  - PAVILION #2, #3, #6 - \$60
  - PAVILION #4 - \$30
  - PAVILION #5, #7, #8 - \$25
  
- **PAVILION RESERVATION FEES (NON TOWNSHIP RESIDENT) :**
  - PAVILION #1 - \$150
  - PAVILION #2, #3, #6 - \$110
  - PAVILION #4 - \$50
  - PAVILION #5, #7, #8 - \$35
  
- **REFUNDS: FEES WILL BE REFUNDED FOR INCLEMENT WEATHER OR CANCELLATION OF YOUR EVENT 4 WEEKS IN ADVANCE**

PLEASE TAKE THIS SHEET WITH YOU ON THE DAY OF YOUR RESERVATION

RESERVATION DATE: \_\_\_\_\_

DESIGNATED PAVILION: \_\_\_\_\_

KEVIN HALL, SUPERVISOR  
 EDWARDSVILLE TOWNSHIP