

POLICIES FOR USE OF CONTROY PAVILION

All renters agrees to abide by all the rules and regulations pertaining to the pavilion as listed below:

Scheduling of Reservation:	No reservation will be taken without full payment (including security deposit) being made. Payment by cash, money order or bank check (payable to the City of Pittsfield) only
Fee*	See Exhibit A Fee Schedule. Payment to be made at time of reservation
Security Deposit	Payment to be made at time of reservation. Payment shall be in the form of a cash, bank check or money order made out to cash. No other form of payment will be accepted No security deposit will be returned until it has been determined that the facility is clean and all equipment (i.e. volleyballs, horseshoes, etc) has been returned. Deposit will be issued following the event date, typically within 4-6 weeks.
Insurance	An Insurance rider in the amount of \$500,00.00 per occurrence with a \$1,000,000 aggregate is required. The City of Pittsfield <u>MUST</u> be named an additional insured. The Insurance Certificate must be received by the Maintenance Department at the time of booking.
Hours of Operation	12 Noon to 8:00 p.m. (No later hours allowed.) If earlier hours are required, please schedule through the Parks Department. <i>An additional fee of \$15.00 per hour for each hour prior to 12:00 noon & \$25.00 after 8:00PM will be assessed.</i> All fees are to be paid at time of reservation.
Cancellation	If you need to cancel your reservation, please notify the Building & Grounds Maintenance Department as soon as possible and a refund will be issued. No refund will be issued for cancellations called in less than 7 days prior to reservation event.
Alcoholic Beverages	No alcoholic beverages are allowed unless the “Application Permit for Consumption of Alcohol Beverages” is signed and approved.
Pavilion Amenities	Kitchen with gas stove, gas grill and electric oven; refrigerator and freezer, sink and counters (see Exhibit A) Men’s and women’s handicapped accessible restroom facilities Picnic tables seating approximately 100
Adjacent Grounds	Volleyball court Horseshoe pits Swings, picnic tables and grills Burbank Park/Onota Lake

Before you leave the Controy Pavilion, please make sure that the following is completed:

- **Clean grill, stove, microwave and refrigerator**
- **Clean all kitchen surfaces**
- **Wipe down picnic tables**
- **Sweep floor**
- **Tie up garbage bags and leave in cans...others will remove bags from the pavilion**
- **Check green play equipment box and ensure that all equipment is accounted for**

If these tasks are not completed, you risk losing your security deposit.