

**APPLICATION FOR RESERVED USE OF PARKS PAVILION**

City of Oneonta Parks & Recreation Commission  
(and) **INVOICE FOR BILLING**

Date of Application: \_\_\_\_\_

Fee Amount Due: \$ \_\_\_\_\_ (NON-REFUNDABLE)

**PAVILION Requested:** (CIRCLE ONE:) Large Pavilion at Neahwa Park      Large Pavilion at Wilber Park  
Small (Kiwanis) Pavilion at Neahwa Park      Small (Kiwanis) Pavilion at Wilber Park

**FEE Schedule:** Oneonta City Resident: Large Pavilion - \$50.00; Small Pavilion - \$25.00  
Business/Institution/Non-City Resident: Large Pavilion - \$100.00; Small Pavilion - \$50.00

**CASH** payments will **NOT** be accepted;  
Payments must be made via  
**CHECK** or **MONEY ORDER**.  
Payable: "City of Oneonta"

Date Requested: \_\_\_\_\_ Times Requested: \_\_\_\_\_

Day Requested (Circle)    Sunday    Monday    Tuesday    Wednesday    Thursday    Friday    Saturday

EVENT or Activity: \_\_\_\_\_ Number of People: \_\_\_\_\_

Organization Applying: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Applicant's Phone #: \_\_\_\_\_

Is applicant a resident of the CITY of Oneonta?      Applicant's Legal Address (Residence): \_\_\_\_\_  
Yes       No       Email Address (Optional): \_\_\_\_\_

**RULES GOVERNING RESERVED USE OF PARKS PAVILION**

- 1.) The presence or consumption of **alcoholic beverages** is **prohibited** unless a Permit is obtained. Applications for Permits for consumption of alcoholic beverages are available from the City Clerk's Office at City Hall, 258 Main Street, Oneonta, New York, Phone No. 432-6450. Permits for consumption of alcoholic beverages must be approved by the Parks & Recreation Commission at their monthly meeting (1st Monday of month).
- 2.) Maximum **Capacity** for Pavilions is as follows: Large Pavilions - 200 people; Small (Kiwanis) Pavilions - 30 people.
- 3.) For each one hundred (100) people using a pavilion, one (1) designated responsible ADULT shall be present and accountable for the entire period of time the pavilion is reserved.
- 4.) The Parks & Recreation Commission reserves the right to monitor any function by having their duly authorized representative(s) present during such functions.
- 5.) **Music** is permissible, but must be controlled. A Parks & Recreation Commission representative may require the elimination of music if it is too loud.
- 6.) Groups using the Pavilion are responsible for any and all **damages** resulting from their usage. If there is any question of accountability, the person(s) in whose name(s) the Permit for usage is granted will be held responsible.
- 7.) **CLEANUP RULES:** (A.) Pick up all **Trash** & secure trash in bags & place bags near trash receptacles.  
(B.) Remove all **Decorations** & materials used to secure decorations.  
(C.) Keep **Restrooms** clean & litter free at all times.
- 8.) The Pavilion will be cleaned once each day by Parks maintenance personnel. The City of Oneonta is not responsible for clean-up resulting from informal Public usage which may take place prior to or between reserved usages, or usage which results from multiple reservations for the same pavilion on the same day.
- 9.) City Parks hours are 7:30 AM - 10:30 PM.
- 10) No fee exemptions will be granted for in-season weekend/holiday usage. Non-profit organizations may apply for a fee exemption for weekday use.
- 11) Fee is NON-REFUNDABLE unless cancellation is made at least two (2) weeks prior to scheduled usage.
- 12) Copy of this Application for use of Pavilion will also serve as Invoice for billing where fee is applicable.
- 13) Permit for reserved use of a Pavilion will not be granted until applicable fee is paid in full.
- 14) Groups using the Pavilion agree to abide by all park rules and rules herein stated. If there is any question of accountability, the person(s) in whose name(s) the Permit for usage is granted will be held responsible.
- 15) Pavilions Reservations Season begins May 1 and ends October 31.
- 16) All posted "**NO SMOKING**" notices must be observed.