

**Policy No. P08-04**

**CITY OF COLDWATER**

**PARKS AND RECREATION PAVILION RENTAL POLICY**

The City of Coldwater owns and operates parks at locations throughout the city. Pavilions in the parks are used by citizens for parties, reunions and social events and interest has been expressed to reserve space for such activities.

The following guidelines have been developed to effect this policy:

- A reservation may be made up to 12 months prior to the event either online or at the Recreation Department during normal business hours.
- A non-refundable fee of \$20 is due not later than two weeks prior to the event.
- The City will post notice that a pavilion has been reserved.
- Pavilions subject to rental include:
  - Heritage Park soccer field
  - Heritage Park at entrance to Heritage Hall
  - Parkhurst Park east pavilion

The remaining pavilions are available on a first-come basis.

City Council approved 11/24/08