



# VILLAGE OF DAVIS JUNCTION

106 N. Elm Street, P.O. Box 207

Davis Junction, Illinois 61020

(815) 645-8000

djclerk@davisjunction.com

## PAVILION RENTAL APPLICATION FORM

Fees - Resident \$45.00 per day/Non-Resident \$70.00 per day  
*(For questions on fees, contact Village Hall or Parks Supervisor.)*

To request a reservation for the Pavilion, please complete and submit the form below and payment to the Village of Davis Junction, Village Hall, 106 N. Elm Street, Davis Junction, Illinois 61020.

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

PERMITTEE:

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

PAVILION:

Date of Event: \_\_\_\_\_

Event Times – Start: \_\_\_\_\_ Finish: \_\_\_\_\_  
*When requesting event time, please include adequate time for your group's setup and cleanup.*

Type of Event to be Held: \_\_\_\_\_ Estimated Attendance at Event: \_\_\_\_\_

Brief Description of Any Special Activities Planned, Or Additional Equipment You Plan To Use:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By completing this application, the Permittee agrees that they have read and will abide by the Village of Davis Junction Pavilion Reservation Rules and Regulations (a copy of which is attached) and to indemnify, hold harmless, and defend the Village of Davis Junction from and against any and all personal injuries and/or loss of personal property sustained by the Permittee's attendees arising out of the facility use applied for under the Village of Davis Junction Pavilion Reservation Rules and Regulations.

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

<b>For Office Use Only</b>			
Date Received: _____	Date Parks Supervisor Notified: _____		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Approved/Denied By and Date: _____	
Amount Paid: _____	<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card	Date Fees Paid: _____

## **DAVIS JUNCTION COMMUNITY PARK PAVILION RESERVATION RULES AND REGULATIONS**

This Pavilion Reservation Rules and Regulations entitles individuals the use of the open air pavilion, picnic tables, and grills located at the pavilion within Davis Junction Community Park (“Park”) located at 101 Lincoln Avenue in Davis Junction, Illinois. All other facilities within the Village of Davis Junction park system are on a first come-first served basis. Fees paid are not refundable less than two weeks prior to reservation date, and must be paid in full prior to any reservation date being held. Payment should be made payable to the Village of Davis Junction and mailed to: Village of Davis Junction, Attn: Pavilion Rental, PO Box 207, Davis Junction, Illinois 61020, or delivered to Village Hall, 106 N. Elm Street, Davis Junction, Illinois 61020.

### **RULES**

The following rules and regulations apply to the general use of the park and use of the pavilion. In addition, park users shall abide by all ordinances and regulations as officially adopted by the Village Board of Davis Junction, either published and or posted; any requests or demands of the Parks Trustee, or Village employees; and all applicable federal, state, and local laws and regulations, including all relevant public health orders and guidelines. These Pavilion Reservation Rules and Regulations are intended for general picnic, or park use activities only. Any activities or equipment that is not general to a picnic, or is prohibited within the Park will require a Special Park Use Permit. If Permittee is unsure whether an activity requires a Special Park Use Permit, please contact Village Hall at (815) 645-8000.

**A. PAVILION RESERVATIONS AND PERMIT:** The Pavilion located at the Park may be reserved for small gatherings consisting of 100 or less people. Groups larger than 100 people will require a Special Park Use Permit. Any person wishing to reserve the pavilion must submit an application to the Davis Junction Village Hall no less than two weeks prior to the requested reservation date. Reservations must be applied for by a person who is eighteen (18) years old or older, and the Permittee will serve as the primary contact for the Village. The Permittee will be the only person authorized to make changes to the reservation. Applications for reservations will not be accepted until after January 1st of the year in which the rental is requested. Filing of an application for use of the Pavilion does not guarantee approval of the request. Upon approval of application, and after all required fees and security deposits are paid in full, a Reservation Permit will be issued for the day of reservation. The Pavilion is not considered reserved until the application is approved and all fees are paid in full. Permittee must have their copy of the Reservation Permit on hand during their reserved time.

**B. FEES/SECURITY DEPOSIT:** The fee for the permit shall be the amount provided in the Village’s annual fee ordinance. Residents will be charged resident fees, and non-residents will be charged non-resident fees. To qualify for resident fees, applicant must have an address within the village. Fees must be paid not less than two weeks prior to the reservation date. Fees may be waived at the discretion of the Parks Trustee. In addition to the permit fee, a security deposit may be required at the discretion of the Parks Trustee. The security deposit, less any damages, will be refunded within ten business days after the reservation date. Additional fees may be charged if damages exceed security deposit amount.

**C. CANCELLATION/REFUNDS:** Permittees must notify the Village as soon as possible if they would like to cancel their reservation. Cancellation notices shall be in writing and may not be rescinded later. Reservations must be cancelled no less than two weeks prior to the reservation date to receive a refund of permit fees. Cancellation of a reservation less than two weeks prior to the reservation date will result in the forfeiture of any fees paid. Reservations made less than two weeks prior to reservation date are not eligible for a refund. Any security deposits paid will be refunded (less any damages) within ten business days after the expiration of Reservation Permit. The Village reserves the right to preempt or cancel reservations if an emergency arises. If the Village cancels a Pavilion reservation due to an emergency, reasonable efforts will be made to promptly contact the Permittee and reschedule the reservation. If this is not possible, the Permittee will be notified and the fees refunded.

**D. RESERVABLE AREAS:** Exclusive use of a pavilion includes exclusive use of the pavilion, picnic tables and charcoal grills contained therein only and does not imply exclusive use of any other areas of the park system.

- E. PARK HOURS:** Pavilion and Park use is allowed between dawn and dusk.
- F. DAMAGE TO PARK PROPERTY:** Damaging park property is prohibited, this includes stapling or affixing decorations to pavilion, tables, or any other object within the Park in a manner that causes damage. Affixing decorations or other items to plants and trees is strictly prohibited. Permittee is responsible for reimbursing the Village for any and all damage done or presumed to have been done to Village-owned furniture, equipment, or the Pavilion. Any damages to facilities or equipment must be reported.
- G. DUMPING / LITTERING:** Dumping is prohibited within the Park. All trash, debris, and castoff material must be placed in appropriate receptacles. It is the responsibility of the Permittee to place all trash bags not in a trash container into the dumpster located near the pavilion.
- H. FIRES:** Fires for cooking purposes only are permitted in provided grills. Only charcoal may be used for fuel. Cutting, sawing, or collecting wood or bringing wood into the Park is prohibited. Hot ashes/coals may only be placed into provided receptacle marked for such use.
- I. DECORATIONS:** Decorations are permitted within the pavilion only, and may not be attached to, or on the pavilion, trees, or any other structure or object in the park system in a manner that causes damage. Decorations may be tied up, taped or hung from existing hooks but may not be stapled, pinned or screwed onto pavilion structure or tables. All decorations and tape must be completely removed upon expiration of the Reservation Permit. Piñatas or confetti type decorations and releasing balloons are prohibited.
- J. RECYCLABLE/BIODEGRADABLE MATERIALS:** Permittee is encouraged to use recyclable or biodegradable material within the Park. Recyclable items should be placed into provided recycling receptacle, if provided. Please do not bring glass items into the Park.
- K. WILDLIFE / FISHING:** No person shall trap, catch, wound, or kill any animal within the Park. Fishing is allowed at the pond, but must be in accordance with all Federal, State, and local laws. Permittees are encouraged to practice catch and release fishing.
- L. DOGS:** Dogs are allowed within the Park, but must be on a leash and in control of a person at all times. Dogs are prohibited within twenty feet of any structure, or playground within the Park. Service animals are specifically excluded from this provision.
- M. MOTOR VEHICLES:** Only passenger cars and trucks are allowed within the Park parking lots. Vehicles are prohibited in all areas of the Park except for Park parking lots. Parking in grass is prohibited.
- N. SWIMMING, GOLF, BOATING, CAMPING:** Swimming, golf, boating, and camping is prohibited within the Park.
- O. SMOKING:** Smoking is prohibited within the Park in accordance Village Ordinance.
- P. MUSIC/LOUDSPEAKERS:** Small radios for music, and singing is allowed within the pavilion provided that the music/singing cannot be heard more than fifty (50) feet away, is not obscene, and is in accordance with all Village Ordinances. Loudspeakers, bands, and disc jockeys are prohibited with the Park without a Special Park Use Permit.
- Q. ALCOHOL:** Alcohol is prohibited within the Park at all times without a Special Park Use Permit.
- R. NARCOTICS/DRUGS:** Narcotics, illegal drugs, or other controlled substances are prohibited within the Park. Any person under the influence of any illegal substance is prohibited from the Park.
- S. SOLICITING, SELLING & TRADING:** The soliciting, selling, or trading of any goods is prohibited within the Park without a Special Park Use Permit.

**T. ADVERTISING:** Advertising in any form is prohibited within the Park without a Special Park Use Permit. Use of the Pavilion does not constitute Village sponsorship or endorsement of viewpoints expressed by those using the Pavilion. No advertisement or announcement implying such endorsement or sponsorship will be permitted.

**U. SEVERE WEATHER:** In the event of severe weather Permittee must stop all activities and share the pavilion with the general public regardless of any permits issued for pavilion.

**V. AMUSEMENT EQUIPMENT:** The use of amusement equipment including but not limited to swimming pools, bounce houses, dunk tanks, or any other items that are not general picnic items requires a valid Special Park Use Permit and a liability insurance policy listing the Village as an insured.

**W. CLEAN AND ORDERLY GROUNDS:** Permittee shall be required to leave the pavilion and its surrounding grounds in a clean and orderly condition. The following must be completed upon expiration of a Reservation Permit: all garbage and decorations must be collected and placed into appropriate receptacles, all tables must be wiped clean and returned to the original arrangement, and any garbage bags not in an appropriate receptacle must be deposited into dumpster located near pavilion. Additional fees may be assessed for any extraordinary work required by employees to clean pavilion area after expiration of Reservation Permit.

**X. ATHLETIC FIELDS:** The use of the athletic fields is not included with this Reservation Permit. The use of Athletic Fields requires a Special Park Use Permit.

**Y. ADDITIONAL RULES/REGULATIONS:** The Parks Trustee may from time to time, prescribe additional rules or regulations for the reservation of the Pavilion.

**Z. CAUSE FOR VOIDING PERMIT:** Failure to comply with these rules and regulations; any other Village of Davis Junction Ordinance; or any applicable federal, state, and local law and regulation, including all relevant public health orders and guidelines, shall be cause for voiding a Reservation Permit or shall be cause for future denial of a Reservation Permit.

**AA. AMMENTIES:** The available amenities may include an open-air pavilion with a 100-person capacity and electrical service, eight (8) picnic tables, a double charcoal grill, a playground near the pavilion, and indoor restrooms located at East and West ends of the park.

**BB. PROHIBITED USES:** The pavilion is not available for commercial use, fundraising activities, club meetings, meetings that interfere with the functions of the Village and/or its users because of noise or other factors, and classes or demonstrations involving hazardous materials and/or weapons.

**CC. SIGNS:** All signs must comply with all Village Ordinances, and directional signage must be approved by the Village.

**DD. APPROVAL/EXCEPTIONS:** The Parks Trustee, or his/her designee, is the person empowered to make decisions regarding the availability, use, and approval of the Pavilion applications. Requests for exceptions to these rules, regulations, and policies must be submitted in writing to the Parks Trustee, or his/her designee.

**EE. LIABILITY:** The Permittee agrees to compensate the Village of Davis Junction for any damages to the Park or Pavilion caused by any participant involved in the event, and agrees to defend, hold harmless, and indemnify the Village of Davis Junction for and against all liability for injury or death of any participant or public involved.

**FF. HOLIDAYS/HOLIDAY WEEKENDS:** The Village does not guarantee the condition of the rented facility on holidays and holiday weekends when staff is not available.

**If you have any questions or concerns, please contact Village Hall at (815) 645-8000 or Parks Supervisor at (815) 708-5323.**