



PAVILION RESERVATION GUIDELINES

PAVILION UTILITIES: Electricity/Lighting - Limited
Water - None
Natural Gas - None

Please note the following guidelines before proceeding with payment:

1. **PARKING:** To ensure safety, please park in the City Hall Parking Lot ONLY. Do not allow attendees to park along the side of Coleman Avenue.
2. **EVENT PREP:** Ensure that all facility trash receptacles are lined with trash bags.
3. **RESTROOMS:** A portable restroom is available for pavilion guests and is located near the playground.
4. **CLEANING:** Please ensure the facility is clean following your event. Remove all litter, trash, and food from the pavilion and surrounding areas and place in the larger outside waste receptacle close to City Hall.
5. **DECOR:** Everything pertaining to your event must be removed from the area by your event's scheduled end time.
6. **AREA:** The reservation is restricted to the immediate area rented and does not include Riverside Community Shelter, Riverside Playground, nor any other area.
7. **ALCOHOL:** Alcoholic beverages are not allowed on the premises.
8. **PERSONAL PROPERTY:** City of Riverside will not be responsible for the loss, damage, or theft of personal property of those on or off municipal property.
9. **DAMAGES:** The full cost of any damage(s) incurred to the facilities and its contents including, but not limited to equipment or furniture, lights, structures, floors, or electronics will be charged to the user or group whose signature appears on the rental agreement.
10. **PLAYGROUND:** Riverside Playground is part of a public park and cannot be solely reserved for any amount of time for any individual or group.
11. **ON-SITE HELP:** If assistance is needed during your event, make contact with the Riverside Fire & Rescue Service firefighter on duty next door.
12. **CANCELLATION:** Cancellation of a reservation must be made no later than 1 week in advance to receive full rental refund.
13. **FEES:** The Reservation Fee charged covers the City's expense of providing the facility, utilities, cleaning, supplies, etc. and are nonrefundable.

Guidelines must be followed to ensure that a fee of \$50 is not charged to the user or group whose signature appears on the rental agreement.