

**CITY OF RIVERSIDE
PAVILLION**

RESERVATION GUIDELINES

The following 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.

1. Removal of any litter, trash, or dirt from the pavilion and surrounding areas. Garbage must be taken to the outside trash receptacles.
2. All floors, tables and counters must be free of debris.
3. All lights must be turned off.
4. All furniture must be returned to its original area.
5. Everything pertaining to your function must be removed from the shelter immediately following your events scheduled time.
6. Outside doors will be locked by Fire Department or other City personnel after you leave the premises.
7. The full cost of any damage incurred to the facilities and its contents including, but not limited to equipment or furniture, lights, windows, walls, floors, or electronics will be charged to the user or group whose signature appears on the rental agreement.