



**COLVILLE PARKS & RECREATION DEPT.**  
**356 E. Dominion, Colville, WA 99114**  
**(509) 684-3086 Parks / 684-6037 Recreation**

“Effectively working in partnership with the community in the provision of the highest quality and most needed park and recreation services”

**PAVILION USE FORM**

Please read the rules on reverse and fill out this side of form.

EVENT (concert, play, etc.) \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_

START TIME \_\_\_\_\_ FINISH \_\_\_\_\_ (include setup and tear-down time)

SPONSORING GROUP (if applicable) \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE (H) \_\_\_\_\_ (W) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

<b><u>FEES:</u></b>	Monday – Thursday	\$50/day
	Friday – Sunday	\$100/day
	Refundable damage deposit	\$200

**SPECIAL NEEDS** (subject to approval of Park Superintendent) \_\_\_\_\_

- Usage requests must be approved by the Parks & Recreation Department. Payment will be due within one week of approval notice.
- Only vehicles with an Authorization Permit may drive into the Park to load and unload. No parking inside the Park is allowed.
- For events involving amplified sound, you will need to obtain a noise ordinance variance through the City Clerk’s Office, located at 170 S. Oak. This will involve publishing a public hearing notice in the Statesman-Examiner (the paper will bill you directly) and then taking your request before the City Council. This process will need to be initiated at least one month prior to your event.
- Pavilion has electricity and lights.
- This form is your proof of registration. Please bring it with you for your event.
- Prompt arrival and a sign showing your event and times will help guarantee your reservation. Remove any signs when you vacate.

I certify that I have read the Park Rules listed on the reverse side of this form and agree to abide by these rules and regulations and all city ordinances. I understand that proper conduct, supervision and clean up are expected of all guests. I understand that by signing, I will take full responsibility for group conduct.

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

FOR OFFICE USE ONLY:

Park Superintendent/Recreation Coordinator approval \_\_\_\_\_

Date \_\_\_\_\_

Fee \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Date \_\_\_\_\_ P&R signature \_\_\_\_\_

Key # \_\_\_\_\_ Checked out \_\_\_\_\_ Returned \_\_\_\_\_ Deposit refunded \_\_\_\_\_

**COLVILLE PARKS & RECREATION DEPTS.**  
**356 E. Dominion, Colville, WA 99114**  
**(509) 684-3086 Parks / 684-6037 Recreation**  
**PAVILION RULES AND REGULATIONS**

- The sponsoring group shall conform to the **City of Colville Noise Ordinance** referred to in the City's Municipal Codes (9.40.030) which applies to parties, gatherings, musical instruments and sound reproducing devices. The code states the following: "It shall be a public nuisance for any person, firm or corporation to commit or suffer to be committed the following acts:
  - A. On...publicly owned premises in the city, to sponsor, suffer or allow any meeting, party, or gathering of persons, the noise of which annoys or disturbs any person or persons residing in the vicinity.
  - B. In any place within the city, to play any musical instrument, radio, television set, or any sound reproducing device, the noise of which annoys or disturbs any person or persons residing in the vicinity."**Any group not complying with the above ordinance must obtain a variance at least one month prior to their event.**
- Your damage deposit will be refunded in full if the pavilion and surrounding areas are left in the condition you found them. Any cleaning and/or damage repairs performed by our staff will be charged at a rate of \$20.00 per hour, and any necessary supplies or repairs completed by outside contractors will be billed at our cost.
- **Opening or consuming liquor in a public place is unlawful** (Colville Municipal Code 9.09.010). Permission to serve alcohol may be granted by obtaining a Liquor Permit from the State Liquor Store. You must have a completed use form and a letter of consent from the Mayor's Office. A copy of the Liquor Permit must be given to the Parks & Rec. office.
- **Concession privileges are available by permit only.** Concessionaire obligations, responsibilities and applications are available by request.
- Pavilion is reserved **ONLY** for date(s) listed on form. Any deviation must be approved in advance by the Parks & Recreation office. Please notify the Parks & Recreation office immediately if your event is cancelled.
- No group or individual may charge an entrance or parking fee for any activity.
- Damage/cleaning deposit is refundable after the event, upon approval by the Park Superintendent and City Council.
- Large parties or programs must be approved by the Parks & Recreation Department at least one month in advance.
- Children should not be left unattended or unsupervised in the park.
- Dogs must be on leashes. Please clean up after your pets.
- Signs are not to be posted in or around the park without permission.
- All litter and debris should be placed in designated receptacles only. Dumping of household garbage in park cans or dumpsters is prohibited. Recycle when possible.

**Respect the trees and other plants in your park. Help keep your park clean and beautiful.**