

Section	300 Operations
Title	Pavilion Reservation
Code	302
Status	Active
Adopted	

### Authority

The Board has the authority to impose limitations on the availability of the pavilions. In addition, the Board has the authority to waive the rental fee as it sees fit.

### Delegation of Responsibility

The general manager or designee shall be responsible to monitor the rental of the pavilions.

### Guidelines

The grove pavilion and pool pavilion shall be available for rental from mid-May through the end of September.

Both pavilions are available to the general public.

All dates are on a first come, first served basis.

Rentals will not be made more than one (1) year in advance.

Paid rentals secure exclusive use of the pavilion on rental date(s).

Rental fee will be determined by the Board during the budget process and will be applied from the date of budget approval forward.

Grove pavilion is available from dawn to dusk.

Pool pavilion is available during regular operating hours.

Grove pavilion rentals will only be reimbursed/rescheduled under extreme circumstances.

Pool pavilion rentals will only be reimbursed/rescheduled in the event the pool does not open on the day of rental due to weather or other unusual circumstances.

## Procedure

Requests for rental should be made in writing by emailing [pmpa@ptd.net](mailto:pmpa@ptd.net), submitting a request to the pool office, or by mailing a request to PMPA.

The online reservation form should be completed by the interested renter.

Rental fee must be received by PMPA at least two (2) weeks prior to the reservation date. Late payments may result in cancelation of the rental.

Renter must abide by all guidelines as set forth and provided on reservation form.