

TO ALL WHO RESERVE THE PAVILION

The person whose name is on the agreement is the person responsible for the pavilion and surrounding grounds. In the event of any problems, this is the person we will be in contact with and/or take action against. Do not sign your name unless you understand this.

- 1). The pavilion is an alcohol free facility. Your event will be shut down immediately if anyone is caught using alcohol either in the pavilion or on the surrounding city property.
- 2). No vehicles are allowed on any of the grassy areas.
- 3). An Everman Police Officer will be doing a “drive-by or walk-through” periodically during your event.
- 4). Please use care when moving the tables. Do not move tables off of the concrete area of the pavilion. Do not allow sitting or standing on the tabletops. Do not deface the tables or any of the property with graffiti. Perpetrators will be prosecuted.
- 5). Cleaning:
 - a) You must leave the facility as clean as you found it.
 - b) Clean up any spills off of the floor. Pick up any trash and place in the provided containers.
 - c) Pick up and dispose of any trash on the grounds around the building and parking lot.
- 6). When setting up for your event, please notify City Hall or Police Department immediately if you find any damage, graffiti or problems so you will not be held accountable for said damage.

7). Please control any children that are in attendance so as to avoid injuries.

8). Please do not allow any glass containers around playground or courts.

We want everyone to enjoy the facility but in order to do so; we must all work together to make sure it is properly maintained.

Please treat the Pavilion as if it were your own property.