

# Town of Woodland and Woodland Area Civic Club Pavilion Use Policy

**THE PAVILION IS NOT AVAILABLE TO ANYONE FOR PERSONAL ECONOMIC GAIN UNLESS APPROVED (IN WRITING) BY THE WACC EXECUTIVE COMMITTEE BEFORE SECURING A DATE AND TIME SLOT.**

1. An event date and time shall be secured through the Woodland Town Hall.
2. Person using Pavilion must be 21 years of age or older.
3. No parking in the Fire Department parking lot. Violators will be towed at their own expense. No driving or parking on grass or concrete.
4. Deposits are due at the time of booking. Checks may be written to the Town of Woodland.
5. Alcohol and tobacco products are prohibited. No pets allowed
6. Person using the Pavilion does not have use of the concession stand.
7. Thumb tacks, nails, or similar fasteners shall not be used on the Pavilion structure.
8. The removal/collection of all trash generated from the event is the responsibility of the person using the Pavilion. Waste receptacles will not be provided.
9. Adult and/or Parental supervision is required for all functions.
10. Requests to use the Pavilion will not be granted to groups or individuals that have exhibited unacceptable conduct during previous use of the pavilion.
11. The Town of Woodland is not responsible for lost or stolen property.
12. Grilling is allowed **ONLY** in designated grilling area.
13. The person using the Pavilion is responsible for all guests, caterers, vendors, and service providers associated with the event, and shall abide by the policies and rules listed on the agreement. Any damage to the site or building shall be the liability of the person using the Pavilion and may result in denied use of the facility in the future, as well as additional charges.
14. The person using the Pavilion is responsible for set-up and clean-up during the time slots listed below; clean-up includes bathrooms.
15. The deposit shall be returned to the person using the pavilion after a favorable inspection has been conducted by an employee of the Town of Woodland.
16. If Fireplace is used, the following guidelines apply:
  - a. **NO** garbage or paper will be burned in the fireplace
  - b. Firewood will not be furnished
  - c. Allow enough time for fire to be extinguished before your time slot is up.



17. If the Pavilion is in use for school functions during school hours, a certified school employee must accompany and supervise the group. There is **no deposit** required for the school's use as long as a certified school employee is present during the event.

I \_\_\_\_\_ (print), fully agree to the terms and conditions of renting the Woodland Area Civic Club Pavilion listed above and will be held accountable for making sure my party also follows these rules during the event.

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