

## City of Greensburg Public Reservation Policy Rules and Regulations for Pavilion Rentals

Welcome to the City of Greensburg Recreation Department. The following information is provided to make your experience enjoyable when reserving a pavilion at Mt. Odin Park & Golf Course and Lynch Field Complex.

1. Reservations can be made in person at the recreation department office located in the Kirk Nevin Arena at Lynch Field, Monday through Friday from 8:00 am – 4:00 pm. You can also reserve a pavilion by phone if you are paying by credit card. All reservations must be paid in full at the time they are made.
2. Reservations for the Megan Smith Pavilion must be made in person at the Mt. Odin Park & Golf Course Pro-Shop.
3. Reservations are on a first-come, first-service basis.
4. Cancellation of reservation must be made one (1) month in advance of the reservation date to receive a refund.
5. The applicant is responsible for the removal and cleanup of ALL decorations – balloons, table cover, tape, signs, etc., at the conclusion of the rental. All trash must be placed in receptacles. **NO STAPLES, PLEASE!**
6. The city does not provide additional tables and chairs in addition to the picnic tables provided. You may bring your own.
7. Pets are not permitted.
8. Fires are **NOT** permitted, except in grills.
9. The applicant is responsible for any damage, vandalism or theft that may occur during the scheduled rental. The applicant will be billed for such damage and failure to pay will result in legal action.
10. The use of sound equipment and/or DJ must have prior approval and the volume level cannot disrupt other park patrons. Surrounding areas or facilities are **NOT** included in the pavilion rental.
11. No illegal substances are permitted on City property.
12. It is the applicants' responsibility to inform all caterers, musicians, other vendors and guests the rules stated here.

### **LYNCH FIELD RENTALS:**

1. Cars are not permitted to park at the pavilions for any reason. One vehicle is permitted to drive to the pavilion to unload supplies and then the vehicle **must** be moved back to the parking lot. Failure to follow this rule will result in ticketing by City Police. Maximum speed limit is 10 MPH on the walking track.
2. The park is open to the public from dawn to dusk.
3. Absolutely **NO** alcohol is permitted at either of the Lynch Field pavilions.

### **MT. ODIN RENTALS:**

1. Applicant must be 21 or older. Alcoholic beverages are permitted inside the pavilion. Alcohol must not be consumed by minors. No fees for alcohol are permitted. The applicant is solely responsible for any claim or liability that arises as a result of the alcohol consumed. The applicant agrees to hold harmless the city, its officers and employees from any liability, damages, expenses (including attorney fees) that arise there from.
2. The kitchen area will be unlocked at 9:00 am by recreation staff on the day of your rental.
3. Pavilion rentals are available from 9:00 am to 9:00 pm. The park gate at the front entrance is locked at 9:00 pm.