

OGDEN CITY PARKS & CEMETERY - RULES AND REGULATIONS**AFTER-HOURS PHONE: 801-940-0428**

1. Pavilions are available for reservation seven days a week, including holidays, beginning mid-April & continuing until mid-October. Pavilions are reserved on first come, first served basis beginning the first business day after January 1<sup>st</sup>. In parks with multiple pavilions, those pavilions that are not reserved are to remain open to the public.
2. PLEASE BE AWARE THAT ONLY THE PAVILION IS RESERVED. THE PARKS REMAIN OPEN TO THE PUBLIC AT ALL TIMES. THIS INCLUDES THE PARKING LOT & RESTROOMS.
3. A seven working day advance notice is required for all reservations and/or cancelations. The pavilion fees and all deposits must be paid in full to have the pavilion reserved. If a reservation is canceled with a seven-day or greater notice, then a full refund minus a \$10.00 handling fee will be given. If less than a seven-day notice, a 50% refund will be given for a pavilion reservation. If the cancellation notice given is less than three days, no refund will be given. No refunds will be issued due to weather or other unforeseen conditions. Refunds for deposits will be sent via check. This could take up to three weeks.
4. A pavilion may be reserved on either a morning schedule, which begins at 6:00 a.m. and continues until 2:00 p.m. or an afternoon schedule, which begins at 3:00 p.m. and continues to 10:00 p.m. If your reservation includes both times, your fee will be double the amount listed for the pavilion reservation fee.
5. Any outside equipment such as rented or personal picnic tables, chairs, generators, vending machines, etc. that will be placed in the pavilion or park must be approved by the Parks and Cemetery Division prior to the day of the reservation.
6. Pavilions will be clean before the starting time indicated on the reservation form. The Parks and Cemetery Division will not be responsible for cleaning the pavilions and restrooms after the beginning of the reservation. Park staff will be checking on reservations and stocking restroom supplies as needed.
7. Electricity & water are special requests that must be made at the time of the reservation and refundable deposit(s) paid at the time the reservation is made.
8. If a park barbecue pit is used, all charcoal coals must be extinguished and left in the pit. Please do not place coals in the park garbage cans or on the grass. The Parks and Cemetery Division will pick up all used charcoal coals. If you use a personal BBQ, do not place on tabletops, and do not dispose of grease or oil on lawns, restroom facilities, or anywhere in the park. Please make arrangements for proper disposal.
9. Nails and or staples may not be used on the table or pavilion walls. Tape used must be completely removed at the end of the reservation period. If the park pavilion is properly cleaned with all bottles, cans, trash, table coverings & tape removed from tables and from the pavilion and placed in the appropriate trash receptacles, then the reservation cleaning/damage deposit will be mailed to you within 3 weeks.
10. All dog owners must clean up after their dogs. Dogs must be kept on a leash at all times.
11. Vehicles may not be driven, or parked, on the grass, unless prior approval is acquired from the Parks & Cemetery Office.
12. Damages to any sprinkler heads, circuit breakers and lights in or around the pavilion will be the responsibility of the person/organization reserving the pavilion. Damage costs will be taken out the cleaning/damage deposit.
13. No alcoholic beverages are allowed on Ogden City Park property except for the MTC Botanical Gardens, Pioneer Days Stadium or the Ogden Amphitheater. An alcohol permit must be obtained 7 days prior to using the facilities. All Ogden City and Utah Division of Alcohol Beverage Control rules for obtaining an alcohol permit must be followed. The Ogden City Public Services Director will issue a departmental alcohol permit for MTC Park for private functions. For all other functions, a Special Event Application must be completed, and the appropriate permits obtained.
14. All City parks are open one hour before sunrise and closed one hour after sunset.
15. It is against City ordinance to scratch, cut, injure, or deface any of the buildings, trees, fences, structures or other City property. All City, County, State and Federal laws and ordinances must be followed and will be enforced by Ogden City Police Department.
16. **NO WATER SLIDES, ICE BLOCKING, BOUNCE HOUSES OR INFLATABLES OF ANY KIND, ARE ALLOWED IN ANY CITY PARK.**
17. Any use of portable propane heaters must be approved through Risk Management (Phone #801-629-8075) prior to scheduled event.
18. Any violation of the above rules may result in additional fees and or criminal charges to you and/or organization.