



*On the Banks of the Allegheny*

CITY OF WARREN  
318 WEST THIRD AVENUE  
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## RULES AND REGULATIONS FOR RESERVED USE OF CITY PARKS PAVILION

All pavilion use is subject to the following rules and regulations. Failure to adhere to these rules and regulations will result in the suspension of reservation privileges.

1. PAVILION RESERVATION IS NOT CONFIRMED UNTIL FEE IS PAID IN FULL. All reservations are TENTATIVE until the completed application and the nonrefundable reservation fee are received. All TENTATIVE reservations will be held for 15 days. After the 15<sup>th</sup> day, the pavilion reservation time will be reopened and filled on a first come, first served basis.
2. You must be 18 years or older to make a reservation.
3. Parents, guardians, or sponsors shall be required to submit applications for reservations for groups or individuals under 18 years of age and provide for on site supervision during the event.
4. The City of Warren reserves the right to refuse or cancel any reservations at any time with approval of the City Manager.
5. The use of loudspeakers, amplifiers, or microphones, is prohibited except with prior approval from the City Manager. Excessive noise or complaints may result in loss of the opportunity to reserve the facility in the future.
6. No persons shall carry onto, consume or use any alcoholic or intoxicating beverage at any time on the following parks, playgrounds and recreation facilities: DeFrees Pavilion/Playground, Lacy Playground, Crescent Park Pavilion.
7. All fires must be maintained in grill receptacles or an approved fire ring.
8. Vehicles will be restricted to designated parking areas only.
9. Restroom keys must be picked up at the Municipal Building, 318 West Third Avenue, between 8:00 am to 4:30 pm (Monday through Friday). Keys must be returned on the next workday. Keys ***MUST*** be picked up by 4:30 pm on the Friday before a weekend event.

10. All waste shall be deposited in proper receptacles in order to keep the facility clean and neat. Restrooms must be kept clean and litter free at all times.
11. Responsibility for damage to or maintenance of facilities resulting from usage, beyond normal usual wear, will be assumed by the individual, group, or organization reserving the pavilion.
12. The person whose signature appears on the reservation application is fully responsible for all participants using the facility.
13. User shall not be permitted to nail, screw or otherwise physically attach decorations or other materials to any part of the facility. Taping, tacking or tying decorations is permitted.
14. It is the responsibility of the applicant to inspect the facility prior to rental and report any damages to the City before usage.
15. The facility must be used "AS IS". No special services will be provided by the City to make the existing facility usable for a specific purpose. The City will clean the pavilion as frequently as needed. It is the applicant's responsibility to provide any cleaning or other products for their reservation date and time.
16. The individual, group, or organization is responsible for returning the pavilion to its original condition following its use.
17. A City representative will check the facility and determine that all rules and regulations have been followed.
18. The applicant must have a copy of the approved pavilion reservation application during rental to verify reservation in case of conflict.
19. The individual, group, or organization will abide by all rules and regulations set forth by the City of Warren, both written and verbal, and will not hold the City of Warren liable for any injury sustained while using the facility.