City of Warren
Pavilion Rental
Clean-up

Our Pavilions allow groups and/or individuals to reserve a pavilion for family reunions, picnics, wedding receptions, special events and many other activities.   In order for you to be able to receive your $75.00 clean-up deposit returned, please observe the following:

- ✓ Your set-up and clean-up time is included within the time of your pavilion rental agreement. You may not arrive earlier to set-up or stay later to clean-up.

- ✓ Clean up all trash, spills, garbage, and debris on the picnic tables, in the pavilions and/or restrooms prior to the completion of your rental.

- ✓ Place all trash in the receptacles or in closed trash bags. <u>GARBAGE BAGS ARE NOT PROVIDED BY THE CITY.</u>

- ✓ Remove all decorations that have been placed on the pavilion or picnic tables. As per Ordinance 1845, do not post, past, fasten, paint, write, draw, carve, tack, or affix any placard, bill notice, sign advertisement or any inscription whatsoever upon any pavilion, tree, stone, or fence within the park.

- ✓ Return the picnic tables to their original locations.

- ✓ If you wish to have access to the restrooms, keys can be picked up at the **TAX OFFICE** in the Municipal Building, 318 W. Third Avenue, Monday through Friday between the hours of 8:00 am to 4:30 pm. If you have a reservation for a weekend, keys _MUST_ be picked up by 4:30 pm on the Friday before. Please return the keys to the Municipal building on the next workday.

- ✓ Report any damages done during the use of the facility or facilities to the City of Warren within twenty four (24) hours of departure.

The rental party is responsible for leaving the Pavilion, restroom and other areas in at least as good as condition in which they were in prior to the event. Please respect the Pavilion and surrounding area as if it were your own personal property.

If you require assistance during your reservation time, the applicant can call:

814-723-6300 – Monday through Friday 8:00 am – 4:30 pm

or

814-563-3500 – Outside of regular business hours - for "DPW on call"