

SPOTSYLVANIA COUNTY  
PAVILION OPERATING POLICIES

**PURPOSE**

The purpose of the pavilion is to provide a picnic facility to the citizens of the county.

**USE OF THE PAVILION**

All Spotsylvania County residents, groups, clubs, and/or organizations of a social, civic, or recreational nature are eligible to use the pavilion.

**FEE**

**\$35.00** per use.

**\$100.00** - per meeting for individuals or organizations charging a fee or for profit making.

The following groups will not be charged a rental fee:

1. Recreational programs sponsored by the Parks and Recreation Department.
2. Senior Citizens groups.
3. Any department or agency of the county government.

**REGULATIONS**

1. Requests for use of the pavilion shall be made in writing following a telephone conversation with the Parks and Recreation Department as far in advance as possible but not to exceed one year. Each request should include:
  - Name of group or organization
  - Name, address, telephone number, and **picture I.D.** of individual responsible for pavilion (Spotsylvania resident)
  - Nature of function
  - Date and time of function
  - Approximate number of people in attendance
  - Rental fee (if applicable)
2. Each group or organization using the facility shall be responsible for any and all damage.
3. Groups shall be responsible for maintaining proper order on the property and for cleanliness of the facility.
4. Users shall comply with all smoking, fire, and other regulations.
5. The presence and consumption of alcoholic beverages or controlled substances is prohibited.
6. **EACH GROUP OR ORGANIZATION SHALL BE RESPONSIBLE FOR REMOVING THE TRASH FROM THE FACILITY BEFORE LEAVING.** Each group is responsible for providing their own trash bags.
7. The pavilion will be open from 8:00 a.m. – 8:00 p.m. OR dusk, whichever occurs first.
8. Please leave restrooms in orderly condition.
9. This reservation is for the **pavilion only**; all other facilities remain open to the public.
10. All other rules and regulations governing Loriella Park, Ni River Reservoir, Arritt Park, and Chewing Park will be observed.
11. All cancellations must be made one week prior to the reserved date to receive a refund. A written refund request must be submitted. Refunds are less a 20% administrative fee.

Please remit request for use of the pavilion to:

Spotsylvania Parks and Recreation Department  
P. O. Box 28  
Spotsylvania, VA 22553  
Telephone: 507-7529

Revised: 6/1/10