

BOROUGH OF KUTZTOWN 2014 PARK RENTAL INFORMATION

October 1, 2013

In an attempt to realize maximum use of the park facilities, as well as minimize administrative costs and revenue losses, Borough Council approved the following policy at the February 2, 1988 Council meeting. (Changes for rental rates were made after this date.)

Reservations for the current year will be accepted anytime, however, reservations for the following year will be accepted beginning October 1 (if falling on a weekday) otherwise the first workday in October.

2014 reservations will be accepted on or after October 1, 2013, between 8:00 a.m. and 4:00 p.m., in the Kutztown Municipal Building (45 Railroad Street).

FEE PAYMENTS MUST BE RECEIVED BY THE BOROUGH NO LATER THAN FIVE (5) DAYS AFTER THE RESERVATION IS MADE, except for reservations made less than fifteen (15) days prior to the event which must be paid on the day the reservation is made.

Reservations made within fifteen (15) days of the event date will be firm and no refund will be given for cancellation.

From May 1 to September 30, full refunds will be given for cancellations received at least fifteen (15) days prior to the event date.

From October 1 to April 30, cancellations will be accepted until thirty (30) days prior to the event date and a full refund will be given.

The only exception to refund provisions is the death of a family member when family functions are scheduled.

A fee schedule of the park facilities that are available for reservations is below.

Note: The Bandshell, Scooter Building and Ceres Pavilion will not be available for rent on Kutztown Day, which is normally held the first Sunday in August. The Scooter Building is only available evenings and weekends.

NOTE: NO ALCOHOL IS ALLOWED IN THE PARK.

*See following pages for park rules and regulations. Rules will also be posted in the park and are not limited to those mentioned in this notice or on the following pages of information.

Should you have any questions, please call 610-683-6131 Monday through Friday, 8:00 a.m. to 4:30 p.m.

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Park Pavilion RENTAL FEES for 2014 Park Season – Subject to change without notice.

Approved by Borough Council at the September 15, 2009 Council meeting.

Pavilion Rented	Approx. #of people	In-Town Charge	Out-of-Town Charge	In-Town church, civic & school organizations
Bandshell	100	\$75	\$110	\$35
Scooter Building	130	\$75	\$110	\$35
Brick Pavilion	50-100	\$75	\$110	\$35
Ceres	50-60	\$60	\$85	\$25
Flora	50-60	\$60	\$85	\$25
Pomone	50-60	\$60	\$85	\$25

Information concerning the pavilions:

- Bandshell: No grills allowed, has electric, lights and outlets, is a locked pavilion, closed up area located in the old park area near the playground.
- Scooter Building: Electric, lights, outlets, no grills allowed, is a locked pavilion, closed up area, located in the old park area near the playground. Weekend & evening rental only.
- Brick Pavilion: Electric, outlets, water, fireplace, large grill, open pavilion, located in the lower park area near the tennis courts.
- Ceres Pavilion: Electric, lights, outlets, small grill, open pavilion, located in the old park area near the Kutztown Grange Hall.
- Flora Pavilion: Electric, lights, outlets, small grill, open pavilion, located across the street from the Brick Pavilion at the tennis courts – in the lower park.
- Pomone Pavilion: Electric, lights, outlets, small grill, open pavilion, located near the Legion ball field.

Notes:

- Minimum charge (see above rate schedule): To church, church organizations, civic groups, schools and school related organizations only in the Borough of Kutztown. (Kutztown University is not in the Borough).
- Athletic fields are not reserved – it is ok to use the Legion Field and the Senior Girl's Softball field ONLY if not in use or intended for use by a team on that date. See map for locations of these fields.
- The person who is reserving must live in the Borough of Kutztown to receive the In-Town rental rates. This person must be the person to call for and pay for the reservation. The charge for the group is based on where the group is from.
- The first reservation accepted for the year 2014 is the first of May and the last day we accept reservations for the year 2014 is the first Friday in November 2014.
- On Kutztown Day (normally the 1st Sunday in August) we do not rent out the Scooter Building, Bandshell, and Ceres Pavilion. These pavilions are reserved for the Kutztown Day Committee's use only.
- No food or other items may be sold in the park by individual groups, unless by special permission of Borough Council.
- No electric will be provided for individual groups unless a pavilion is reserved

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- A letter of request must be submitted to the Public Works Committee at least 30 days in advance for consideration for special events in the park, Scooter Building rental, Roller Rink rental or Bandshell rental. All letters of request can be mailed to Brian Bailey, Public Works Superintendent, 45 Railroad Street, Kutztown, PA 19530, or e-mailed to bbailey@kutztownboro.org.
- Pavilions may be utilized free of charge on a first come, first serve basis. However, if there is a reservation scheduled for the pavilion, you may not use it on the day of the reservation. A reservation sign is normally posted; however if a sign is not posted, it does not mean that there isn't a reservation at the pavilion. If a group shows up for the pavilion and has a paid reservation form, you would have to leave the pavilion. Electric will not be turned on unless the pavilion is reserved.
- **Park rules (as follows) as well as additional rules/regulations can be found posted in the park. It is everyone's responsibility to read and adhere to these rules. Rules and regulations are enforced.**
- **No gas grills allowed in the park.**
- **No alcohol is allowed in the park.**
- **No moving of tables in the park.**
- **Parking on the grass is not allowed – park only in the designated areas (see map for parking).**
- **Everyone must be out of the park by 10:00 p.m.**
- **Please do not overload receptacles in the pavilions. Use only one appliance at each outlet. Overloading of the receptacles will cause fuses to blow.**
- **With the exception of the Dog Park, no dogs or other domestic animals allowed in the park unless restrained by a chain or leash not exceeding six feet in length. No dogs or other domestic animals are allowed to urinate and defecate within any play area of the park or baseball/athletic field within the park.**
- **All Dog Park users must register with the Borough. Registration forms (<http://www.kutztownboro.org/departments/parks/docs/DogParkForm.pdf>) can be picked up and mailed to: 45 Railroad Street, Kutztown, PA 19530.**

CALL [610-683-6131](tel:610-683-6131) FOR ANY PROBLEMS CONCERNING YOUR RESERVATION.