



FRANKLIN PARK

BOROUGH

Est. 1823

MAPLE GROVE PAVILION **RENTERS INFORMATION AND GUIDELINES**

1. Any group must obtain a reservation permit to use the pavilion, as indicated in the Rules and Regulations.
2. Use of the Borough's name and/or logo in the promotion of any event, including those events which an entity may hold at the Maple Grove Pavilion, is strictly prohibited without the consent of Borough Council. The borough reserves the right to cancel the reservation of any person, group or organization violating this policy. Any person, group or organization violating this provision will also forfeit their rental fee.
3. Franklin Park Borough **residents** can begin renting for the next year starting at 9:00AM the first Monday of March of the current year. **Non-residents** can begin renting for the next year starting at 9:00AM the third Monday of March of the current year. Any Maple Grove Pavilion Rental Permits received by mail for the next year will be considered after those delivered in person.
4. Children must always be under adult supervision.
5. Pavilion rental hours are from 9:00AM to 11:00PM. Cleanup must be completed, and park vacated by 11:00PM. Music must be off by 10:00PM.
6. The rental fee is for the day; however, we need to know the exact hours you will be using the facility. That way, if you are not using it the entire day, we may be able to accommodate others that would like to rent it for a shorter period before or after your event.
7. If the kitchen area is being requested the key can be picked up by the renter at the Franklin Park Municipal Building within five (5) business days prior to your rental date between 8:00AM – 4:00PM Mon-Fri. The key must be returned by either depositing it in our "Drop Off" box located in our one-way driveway at the Franklin Park municipal building (use the envelope the key was provided in) or return it to the Franklin Park Borough offices no later than 4:00PM the Monday following your rental. If the key is not returned \$50 will be deducted from your damage/cleaning deposit. It is the renter's responsibility to make sure the kitchen is cleaned. This includes: cleaning all spills and crumbs from on or inside the refrigerator, sink, counter tops and floor. If this procedure is not followed, you will forfeit a portion of your cleaning/damage deposit. The key is for the day of rental only. Please do not take any items in advance of the rental date.
8. You will have use, but not exclusive use, of the playground, practice football field or restrooms.
9. The upper level has seventeen (17) standard 8' picnic tables and three (3) ADA 8' picnic tables. These tables accommodate 160 adults comfortably and three people in wheelchairs.
10. Alcohol is allowed in the pavilion with a permit. It can only be dispensed and consumed in the pavilion. No glass containers are permitted.
11. You can bring a grill to use at the pavilion, but not inside the pavilion.

12. Renters intending to provide activities or services such as caterers, tents, and/or special entertainment such as: bounce houses, petting zoo, pony rides, animal handlers, video game trailers, chain saw carver, etc must use a third-party vendor in compliance with the Third-Party Vendor Rider.
13. Tape is ONLY allowed to be used to secure table cloths to tables but must be removed. Tape, staples, nails and thumb tacks are not allowed to be used to secure anything to the pavilion such as, columns, railings or picnic tables. Use of such materials would result in forfeiture of the damage deposit.
14. There is parking for approximately 66 cars plus four handicap parking spaces. Others may be using some of the facilities and parking their cars in the lot.
15. There is an ADA accessible ramp from the upper level to the lower level.
16. Restrooms are located on the lower level.
17. Electric and water are available on both levels.
18. A water fountain is located on the lower level.
19. **Tables may be moved but must be properly replaced before leaving.**
20. Remove all food inside sink and clean sink.
21. Clean up all garbage from around the upper and lower levels of the Pavilion.
22. Wipe off tables.
23. The pavilion floor must be swept and hosed off before leaving. A hose and hose connection are available under the counter/sink. Place hose in cabinet under the counter/sink when finished.
24. Trash and recycling cans must be emptied, trash bags replaced (supply located in the cabinet under the counter/sink) and placed in the appropriate dumpster located off the parking lot directly across from the Pavilion.
25. **Cleanup must be completed within one hour following the event. Renter must properly dispose of all garbage and recycling, empty garbage and recycling can(s) and place them in the appropriate in dumpster. *A \$150 fee will be assessed if the pavilion is not thoroughly cleaned and/or all garbage is not taken to the dumpster.**
26. Turn off water in sink and hose outlet before leaving.
27. Do not walk or run through mulched areas.
28. Do not pick flowers.
29. Franklin Park Borough reserves the right to photograph events for promotional purposes.
30. The road to the meadow area will be plowed in the winter, but not as frequently as the main road into the park.