

# PAVILION RESERVATION INFORMATION



CARD Activity Center, 10 Gateway Dr., Collinsville, IL 62234

618.346.PLAY (7529)

618.346.7530 (FAX)

The Collinsville Area Recreation District offers pavilions located in various parks for the use of the general public. Pavilions may be reserved in advance. Reservations must be made at the Park District Administrative Office located at #10 Gateway Drive, Collinsville, IL 62234, weekdays between the hours of 9 a.m. and 5 p.m. and Saturdays 9 a.m. until noon. Reservations will not be accepted over the phone. Reservation Applications may be sent and/or received by fax at 346-7530. Staff is permitted to check the availability of any date or pavilion by phone.

Reservations are accepted on a first come, first serve basis beginning January 2 for the current calendar year. Reservations must be made no less than one week (seven days) in advance of the date desired. Normally, each pavilion will be provided with a number of picnic tables (see below), however, the Park District reserves the right to move tables and cannot guarantee that the listed number of picnic tables will always be available.

Following approval of a reservation, the Park District will mail out the Pavilion Reservation Permit which the person making the reservation must have in their possession during pavilion use. Confirmations will be mailed approximately two weeks prior to the reservation date.

**PAVILION RESERVATION FEES:** \$15 for Park District Residents - \$35 for Non-Residents

**Pavilions are available for use between the hours of 8 a.m. and 10 p.m. daily.**

## PAVILIONS and CAPACITIES

<u>Location</u>	<u>No. of tables and sizes</u>		<u>Seating (estimated)</u>
Woodland Park:			
Jaycee	14	8 ft	112
Optimist	10	6 ft	60
Rotary	6	6 ft	36
Lions	6	6 ft	36
Glidden Park:			
Jr. Service	12	8 ft	96
Morris Hills:	2	6 ft	12

Pavilion reservation fees must be paid at the time the reservation is made. A full refund will be made if a reservation is canceled prior to the mailing of the confirmation. In the event that weather causes the cancellation of a planned event, the reservation may be rescheduled to any other date that is available at no additional charge. If no other date is available, or acceptable, a refund of fifty percent (50%) of the Pavilion Reservation Fee will be made. All refunds will be by check mailed to the person named on the reservation form.

### Additional Information

The Park District will permit one pavilion per group each day at each site. Permit applications will be accepted beginning January 2 and issued for the dates beginning April 1 through October 31.

The Collinsville Area Recreation District reserves the right to deny any Permit Application if, in our sole judgment, such application is not consistent with the location or equipment available, the granting of a Permit would cause damage to persons or property within the parks or such use is not consistent with the park area being requested.

Park users are asked to follow all regulations as posted. Remember in particular: Liquor is not permitted in any park or pavilion without a permit. Liquor permits are available at the District Office. Solicitation or sale of items is not permitted without specific authorization from the Park District. Parking is permitted only in parking lots or other designated areas. Please do not park on the grass.

Each group or organization is responsible for the condition of the area being used. Permit holders will be held financially responsible for damage or abuse to buildings, tables or other equipment that appears to be beyond normal wear. Please report any damage, vandalism, or dangerous conditions to the Park District at 346-7529.

