

## RESOLUTION NO. 13-01

### A RESOLUTION ESTABLISHING A POLICY FOR RESERVING PAVILIONS AND GAZEBOS ON PARK PROPERTY IN THE VILLAGE OF MANTENO

BE IT RESOLVED by the Village President and Board of Trustees of the Village of Manteno, Kankakee County, Illinois, as follows:

#### Section 1

##### RESERVING PAVILIONS AND GAZEBOS ON PARK PROPERTY

General Policy: All pavilions and gazebos on park property shall be open and available to the public on a first come basis. Provided, however, residents of the Village of Manteno and Manteno Township may reserve the use of a pavilion or gazebo in advance for planned events. Residents that have reserved a pavilion or gazebo will have preference over the general public use. Any and all persons occupying a pavilion or gazebo without a reservation shall vacate the same upon being shown a receipt evidencing a prior reservation.

Applications: Residents desirous of reserving a pavilion or gazebo shall fill out an application on forms to be provided by the village clerk. Applicants shall provide the following information:

- (i) Name of applicant;
- (ii) Applicant telephone number;
- (iii) Address of applicant;
- (iv) Photo identification evidencing resident status;
- (v) Date the pavilion or gazebo is to be reserved;
- (vi) Hours the pavilion or gazebo is to be reserved;
- (vii) Name of park in which pavilion or gazebo is located; and,
- (viii) Identification of specific pavilion or gazebo to be reserved.

Processing and Fee: The village clerk will review the information submitted on the application as well as the village's records to determine whether the pavilion or gazebo has been previously reserved by another resident on the date and time requested. If yes, the applicant will be given the option to reserve a different pavilion or gazebo, if available. If no, the village clerk will determine the charge to reserve the pavilion or gazebo, which shall be established administratively by the village administrator based on the location, size, and the date and hours the pavilion or gazebo is to be reserved.

Denial of Reservation: An application to reserve a pavilion or gazebo shall be denied in the following circumstances:

- (i) The pavilion or gazebo has been previously reserved;
- (ii) The applicant is not a resident of the Village of Manteno or Manteno Township;
- (iii) The applicant does not pay the applicable charge;
- (iv) The applicant does not sign an acknowledgement of rules governing the use of reserved pavilions or gazebos;
- (v) The applicant, or immediate family, has reserved a pavilion or gazebo in the past and failed to abide by the rules established for its use; or,
- (vi) The pavilion is identified by the village administrator as not being available for reservations on date and time identified due to special events.

The village clerk has the discretion to deny a "same day" reservation if the requested pavilion or gazebo is occupied, in fact, at the time the application is submitted.

Perfection of Reservation: An application to reserve a pavilion or gazebo will be granted provided there is no reason to deny the same. The village clerk will issue a receipt confirming the applicant's reservation of the pavilion or gazebo upon its perfection.

Rules Governing Use: The following rules shall govern the use of reserved pavilions or gazebos:

- (i) The receipt of the reservation must be carried by the applicant during the reserved time;
- (ii) No alcohol;
- (iii) No motor vehicles;
- (iv) No littering;
- (v) The applicant shall report to the Manteno Police Department any pre-existing vandalism or damage to a pavilion or gazebo upon arrival in order to avoid financial responsibility for the same;
- (vi) The applicant shall be financially responsible for any vandalism or damage to a pavilion or gazebo that occurs during the reserved time; and,
- (vii) The applicant shall ensure the pavilion or gazebo, and the surrounding area, are clean, free of litter, and returned to the state that existed before the applicant's use.

Administration: The village administrator shall establish charges to reserve pavilions and gazebos, annually. The charge shall be determined by the location, size, and the date and hours the pavilion or gazebo is to be reserved. The village administrator may identify specific pavilions or gazebos that cannot be reserved on certain dates and times due to special events. A list identifying blackout dates and times shall be retained by the village clerk's office and available for public inspection upon request.


### Section 3

This Resolution shall be in full force and effect from after its adoption.

This Resolution was adopted and deposited in the office of the Village Clerk of the Village of Manteno this 20<sup>th</sup> day of May, 2013.

  
ALISA BLANCHETTE, Village Clerk

APPROVED by me this 20<sup>th</sup>  
day of May, 2013.

  
TIMOTHY O. NUGENT, Village President