

CITY OF LYONS

PARK PAVILION RENTAL AGREEMENT

Rental Fee: \$50.00/day

Renter/Organization:

Phone:

Address:

Email:

Date of Reservation:

Event/Occasion:

Reservation Start Time:

Reservation End Time:

Payment

A \$50.00 rental fee is due at the time the reservation is made. The reservation is not confirmed until payment has been received by the City of Lyons. Fee Received: ☐ Yes Date Paid: _____ City Initials: _____

Use of Pavilion & Kitchen

- The pavilion is open to the public on a first-come, first-served basis when it is not reserved. During the reserved time, the renter has exclusive use of the pavilion.
- The kitchen is not available for general public use and will remain locked except during reserved rentals. Kitchen access is included with the reservation.
- The renter is responsible for the conduct of all guests and for the safe and appropriate use of the pavilion, kitchen, and surrounding area.
- The pavilion and kitchen must be left clean and orderly. Remove all food, decorations, and personal belongings; wipe down tables and countertops; and place trash in designated receptacles.
- No smoking or vaping is permitted inside the pavilion.
- Nails, screws, staples, or other fasteners that may damage the facility are prohibited. Decorations may not damage City property.
- All activities must comply with applicable City ordinances, including noise regulations.
- The renter is financially responsible for damage to City property beyond normal wear and tear.
- Failure to follow pavilion rules may result in denial of future reservations.

Cancellations

Reservations canceled at least 48 hours before the scheduled event will receive a full refund. Cancellations made less than 48 hours before the reservation are non-refundable unless otherwise approved by the City.

Renter Acknowledgement

I have read and understand the City of Lyons Park Pavilion Rental Policy and agree to comply with all rules and requirements. I accept responsibility for the pavilion, kitchen, and surrounding area during my reservation and agree to be financially responsible for any damage to City property caused by me or my guests beyond normal wear and tear.

Renter Signature

Date

City Representative

Date

Reservations must be made through the City of Lyons office.

City of Lyons

Park Pavilion Rental Policy

Purpose

The City of Lyons Park Pavilion is available for public enjoyment and private reservations. This policy establishes the procedures and rules governing the use of the pavilion to ensure it remains clean, safe, and accessible for all users.

Public Use

- The pavilion is open to the public on a first-come, first-served basis when it is not reserved.
- Public use does not provide exclusive use of the facility.
- Users are expected to clean up after themselves and properly dispose of all trash.
- If the pavilion has been reserved, the reserving party has exclusive use of the pavilion during the reserved time.

Reservations

- Reservations must be made through the Lyons City Office during normal business hours.
- The pavilion rental fee is \$50.00 per reservation per day.
- Payment is due at the time the reservation is made.
- Reservations are accepted on a first-come, first-served basis.
- Rental fee is waived for Community Organizations;

Kitchen Use

- The kitchen is not available for public use.
- The kitchen will remain locked except during reserved rentals.
- Kitchen access is included with a pavilion reservation.

Renter Responsibilities

- Leave the pavilion and kitchen in a clean and orderly condition.
- Remove all food, decorations, and personal belongings at the conclusion of the event.
- Wipe down tables, countertops, and other surfaces used during the event.
- Place all trash in designated receptacles.
- Turn off lights and ensure doors are secured before leaving.
- Be responsible for the conduct of all guests during the reservation.
- Be financially responsible for any damage to City property beyond normal wear and tear.

General Rules

- No smoking or vaping is permitted inside the pavilion.
- No nails, screws, staples, or other fasteners may be used that could damage the facility.
- Decorations must not damage walls, ceilings, doors, or fixtures.

- Activities must comply with all applicable City ordinances, including noise regulations.
- The City reserves the right to deny future reservations to individuals or organizations that fail to comply with this policy.

Cancellations

- Reservations canceled at least 48 hours before the scheduled event will receive a full refund.
- Cancellations made less than 48 hours before the reservation are non-refundable unless otherwise approved by the City.

Acknowledgement

By reserving the City of Lyons Park Pavilion, the renter agrees to abide by this policy and accepts responsibility for the pavilion, kitchen, and surrounding area during the reserved rental period.

Approved by the Lyons City Council on: 8/11/2026

Effective Date: 8/11/2026