



Pavilion Rental Rules and Usage Policy

Recreation, Parks, Historic & Cultural Affairs Department
City of Roswell, Georgia

Pavilions can be reserved by renting them online at www.roswellgov.com/reserve.

- The City of Roswell will **post rented pavilion signs** with dates/times of rentals for each pavilion by Thursday of every week.
- If a Pavilion is **rented** persons in the pavilion **must vacate** for the **paid renters**. In order to avoid these conflicts, please check posted rental dates/times **first!!**
- A **paid renter** must be able to produce a **paid receipt** either digitally or in paper format for staff and/or police.
- Pavilions **not rented** can be utilized on a first-come, first-served basis. Please check posted rental times/dates.
- Pavilions **cannot be saved** (using decorations, coolers, tablecloths, etc.) **without a person** remaining in the pavilion at all times. Decorations, coolers, tablecloths will be **set aside** to allow the patron there to use the pavilion on a first-come, first-served basis.
- **No outside grills are permitted!** Stationary grills are for pavilion renters/users only!
- **No inflatables** or any other set up is allowed outside of the pavilions.
- **Food trucks** are only allowed for catering purposes to a paid rental. **No sales are allowed.**
- Pavilion Rentals mean you are renting only the pavilion. This does **not** include the playground, trails, grass, fields, parking or general area surrounding the pavilion.
- Event organizers **must** call 770-641-3706 to rent the park facilities for any organized events/activities **outside** of said pavilion or be subject to shut down and removal from premises.
- Renters are responsible for **pavilion and grill** clean up, and can be subject to loss of deposit.
- No alcohol, tobacco, or amplified music allowed on premises.
- **No nails, staples, boards, or other objects** can be used to puncture any portion of the pavilion.
- All pavilion rentals are **rain/shine**. No refunds for inclement weather.
- **Selling of any item is not permitted.**

Safety First

If you are a Pavilion Patron and need assistance with your pavilion, rather than confronting an unknown person, **we recommend you call 911**. Park Police will then be dispatched to the property.



Pavilion Cancellation/Transfer/Inclement Weather Information

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Cancellation Refund Policy/Fees

Days Prior to Rental	Deposit Refund	Rental Refund	Staffing Refund
>30	Full Refund	\$15 Processing Fee	Full Refund
14-30	Full Refund	25% Cancellation Fee	Full Refund
7-13	Full Refund	50% Cancellation Fee	Full Refund
<7	Full Refund	No Refund Processed	No Refund Processed

Date Change Policy/Fees

Days Prior to Rental	Transfer Date?	Processing Fee
>30	Yes	None
14-30	Yes	\$25.00
<14	No	N/A

Sprayground Party Package or Private Pool Party Inclement Weather Cancellation Policy

This policy **only applies** to birthday packages or private party packages, not pavilion only rentals.*

If there is inclement weather the day of the reservation, the Lessee will be able to cancel the rental without penalty **no less than two (2) hours or more** prior to their start time.

If the Lessee chooses to continue with their reservation in spite of inclement weather, the Lessee agrees to complete said party in the pavilion in the event the sprayground has to be closed **during** the party. We will provide a **free pass** to the sprayground for future use by all party participants.

** All pavilion only rentals are rain/shine. No refunds for inclement weather.*

Contact Information

Riverside Splash 'n' Play: 770-594-6158 | East Roswell Spray Station: 770-594-6188
Roswell Area Park Pool: 770-817-6679