

# Park Rental Policies

## Park Reservation Agreement (Park Use)

1) The reservation permit is valid for the designated park and designated times only. Other park amenities (playground and tennis courts) are NOT reserved by this permit. They are available on a first-come basis if not reserved for city functions.

2) It shall be unlawful for any person to conduct live bands, DJ's, dances, concerts, movies, sound systems, microphones, speakers and amplified sound in or on any city-owned property (unless otherwise authorized by the City for Special Events).

3) It shall be unlawful for any person to bring inflatables, bounce houses, blow-up slides, carnivals, rides, etc in or on any City Owned Property.

4) The use of park water for any purpose other than a drinking fountain (i.e cooking, tank tanks, water fights, water slides, water balloons, etc.) is not allowed. Water spigots/taps are no longer accessible to the general public.

5) Alcohol, drugs, and/or smoking are not allowed in any city park at any time. Profane language, fighting, or gambling are not permitted on Orem City property (City Code 13-1-9). The park curfew is between the hours of 11:00 pm and 5:00 am. (City Code 13-1-10).

6) Vehicles shall be permitted only in designated park areas. Private vehicles are not allowed to drive or park on the grass or sidewalks at any time. (City Code 13-1-6).

7) All dogs must be kept on a leash at all times and the owner is responsible for their cleanup. (City Code 13-1-7).

8) Skateboarding, golfing or ATV's/Motorized Vehicles are not allowed in any city park.

9) It shall be unlawful for any person to damage or deface any of the buildings, fences, or structures, to damage or foul any fountain, or to damage any tree, shrub, flower, or lawn located in or on any city-owned property or equipment. The repair costs and damages will be the responsibility of, and paid for by, the organization or person(s) involved (City Code 13-1-2).

10) Park reservations for groups of 250 or more must be approved by the Orem Recreation Department Director (801-229-7152) at least four (4) weeks prior to the event.

11) Tents/ Canopies must be approved by the Orem Recreation Department and the Parks Department.

12) Fireworks, sparklers, and open-flame candles are not allowed at any time in any city park.

13) Power capabilities are 15 amps per outlet. If outlets are overloaded, park staff are not available to reset breakers.

14) It shall be unlawful for any person to conduct any revenue-generating event in or on any City-Owned Property (City Code 13-1-4).

15) All requests shall be denied where the use is inconsistent with the proper and regular use of the facilities, or where the purpose is immoral, obnoxious, or injurious (City Code 9-2-12 and 11-1-3-B-28).

16) The refund policy for cancellation is as such

#### Organizer's Responsibilities:

- Organizer shall pay the full reservation fees five (5) days before the game to avoid cancellation of field(s)
- Failure to make payment 5 days before the game is considered a cancellation of field request
- Failure to properly clean up the field and spectator area is a violation of the rental agreement and will result in a \$100/per field cleaning fine that will be billed to the event Organizer on the rental application. This fee MUST be paid within 5 days in order to avoid suspension or dissolution of field privileges.
- If applicable, a \$125 fee to set up rugby or football uprights
- If applicable, a \$100 fee for football field lines beyond 10-yard markings including hash marks

#### Cancellation Fees:

- For reservations canceled more than 5 days before the game (s), the City shall fully refund fees.
- For reservations canceled fewer than 5 days before the game(s), the Organizer will not receive a refund.
- Approved refunds will take approximately 2-4 weeks to be processed.
- Updating a field use reservation to include less than the reserved number of fields or hours will be considered a cancellation.

If inclement weather causes fields to be unsafe for play, every attempt will be made to reschedule the tournament rental day(s).

- If no use has occurred on the tournament rental day(s) and use cannot be rescheduled within 60 days, a full refund for that rental day(s) will be given.
- If the user has begun on the rental day and inclement weather moves in, play will be delayed until fields are deemed safe for play. If play cannot be resumed or if play is resumed and more inclement weather moves in, no partial refund will be given.
- If the use has not begun on the rental date and there is a delay due to inclement weather, Facility staff will communicate with the Organizer as to an estimated start time. If the Organizer determines they cannot proceed with their tournament due to the delay, a refund will be issued.

17) Reservations made within 24 hours of the reservation date may not allow parks crew time to ensure cleanliness and maintenance of the pavilion.

18) Please have a copy of the reservation permit form at the park on the day reserved.

19) Notify the Orem Police Department (801-229-7070) if you have a problem with your park reservation rights.

20) Once the payment goes through, the charge on your bank statement for the reservation will be shown as "Orem Recreation Web Pay."

21) If you belong to a non-profitable tax-exempt organization and you think that you do not have to pay tax, please click [\(this link\)](#) and upload your tax-exempt form is reviewed, in the future when you reserve a park, you will have the option to remove the tax.