

CITY OF HELEN

RULES FOR USE OF THE RIVERSIDE PARK PAVILION

The City of Helen is an equal
Opportunity provider and employer.

1. The Pavilion may be reserved up to 90 days in advance for private groups and up to 12 months in advance for groups classified and permitted under the City's ordinance as a special event. (This must comply with Chapter 43 of the City of Helen Code of Ordinances, entitled Short Term Special Events.)
2. Anyone wishing to reserve the pavilion must obtain an application from Helen City Hall. Reservations will not be considered until a properly completed application form is received by the City of Helen and the necessary fees and security deposit is paid. The City will then contact applicant as to whether date is approved or not.
3. City of Helen residents and employees may reserve the pavilion by posting a \$250.00 security deposit. Anyone wanting to reserve the pavilion other than a City of Helen resident shall post a security deposit of \$250.00 plus a rental fee of \$125.00. The security deposit will be refunded in full after an inspection by the City of Helen staff provided there is no damage to the pavilion, it is left clean, and the key is returned. The security deposit is our insurance against damage to the pavilion or excessive cleanup. The City reserves the right to assess additional charges for any abuse of the pavilion or park. If an event is approved by the Planning & Design Review Board and the event is canceled by the applicant, one half of the required deposit shall be forfeited.
4. Reservations may be made no later than 4:30 pm the day prior to use. Saturday and Sunday reservations must be made no later than 4:30 pm on Friday. The pavilion cannot be reserved on the following holidays or the weekend associated with the holiday; Memorial Day, The Fourth of July, or Labor Day.
5. Once the pavilion is reserved, you cannot let anyone use it except for the group it was reserved for. If you knowingly let another group use it, you will forfeit your security deposit.
6. Possession or use of alcoholic beverages and illegal drugs are prohibited.
7. Tent or canopy use in the Riverside Park is prohibited except for events classified and permitted under the City's ordinance as a special event.
8. Vehicles are restricted to designated parking areas. No vehicles are allowed in the park except for events classified and permitted under the City's ordinance as a special event.
9. You may not charge for use of the pavilion, nor may you charge an admission for an event held at the pavilion except for events classified and permitted under the City's ordinance as a special event.

10. Absolutely no flyers, brochures, or literature of any kind may be distributed at the pavilion or in the park except for events classified and permitted under the City's ordinance as a special event.
11. Absolutely no signage of any kind may be erected. This includes political campaign signs or directional signs unless the event is classified and permitted under the City's ordinance as a special event.
12. A reservation assures you exclusive use of the pavilion during your reserved time frame. City staff will endeavor to clean all facilities, but you will want to arrive early to insure that the pavilion is ready for your use. The restrooms are not a part of your reservation. The restrooms are open to the general public.
13. You may not expose or offer for sale or trade any article, thing, or service except when the event is classified and permitted under the City's ordinance as a special event.
14. No dunking booths, hot air balloons, paint ball guns, petting zoos, water balloons, pony or horse rides, moonwalks or other large inflatables may be used in the pavilion or park unless the event is classified and permitted under the City's ordinance as a special event.
15. Staples and nails are prohibited. Please use tape to fasten table coverings to picnic tables or to decorate the pavilion. All decorations must be removed when event is over.
16. Any music and other noise must be kept to a minimum. Any amplified sound must comply with City ordinances.
17. Gas Grill are only allowed at the pavilion, and must be located a minimum of 10 feet from the structure.

These same rules apply to any City Property reserved by the public. Also, please see the General Park Rules which apply to anyone using City Property including the Riverside Pavilion.



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GENERAL PARK RULES

Possession or use of alcoholic beverages, illegal drugs are prohibited.

Boisterous, immoral or indecent conduct is prohibited.

Profane or indecent language is prohibited.

Damaging, destroying or marring of equipment or property is prohibited.

All trash, garbage and refuse material arising out of the use of the park areas shall be placed in the containers provided for this purpose.

Grills are NOT allowed in the park area. Gas grills are allowed with the rental of the pavilion.

Household and/or commercial garbage dumping is prohibited.

The soliciting, posting of signs, distribution, sales servicing or rental of any supplies, equipment or product is prohibited.

Use or discharge of any type of firearm, air gun, slingshot, or explosive devices is prohibited.

Park only in areas designated for parking.

No vehicles are allowed on the grassy areas in any park, unless approved by the special event request.

No bicycles, roller skates, skateboards, scooters or motorized vehicles are allowed in parks.

No camping is allowed.

No taking, cutting or injury of any vegetation in the Park is allowed.

Dogs and/or domestic animals must be kept on a leash no greater than eight feet in length and owner is required to clean up after pets.

Golfing and archery in any of the City's parks is prohibited.

Organized sports are prohibited, including football, soccer, baseball or softball.

All City of Helen Parks will close at dark.

Use of the Riverside Pavilion requires rental from Helen City Hall. For reservations, please call 706-878-2733.