



**Greenville Parks and Recreation Department  
Pavilion Rental Agreement**

<b>Name:</b>	<b>Date:</b>
<b>Address:</b>	
<b>City, State:</b>	<b>Zip Code:</b>
<b>Home Phone:</b>	<b>Cell Phone:</b>
<b>Work Phone:</b>	<b>Email:</b>
<b>Entity Location:</b>	
<b>Pavilion(s) Requested:</b>	
<b>Date(s) of Use:</b>	
<b>Time(s) of Use:</b>	
<b>Rental Fee(s):</b>	

**Facility Use Guidelines**

1. Must fill out Rental Agreement form completely and return it in person to the Parks and Recreation Department with all proper documentation attached a minimum 10 days (If Applicable) before the scheduled event start date.
2. Payment of the rental fee is due before a reservation can be confirmed. All fees are due and can be made payable to the City of Greenville.
3. User shall comply with all rules and regulations of the Parks and Recreation Code, City Ordinances as well as all Federal, State, and Local laws.
4. User agrees to leave the facility in as good or better condition than which existed prior to their usage.
5. If you are reserving a pavilion for the weekend (Saturday and Sunday), we do not guarantee the cleanliness of the pavilions or restrooms. The City of Greenville Parks Department operates Monday through Friday. The rental fee only guarantees the date, time, and location.
6. If there is a problem with the reservation, please notify the Greenville Police Department at (903) 457-2900.
7. For rain outs, please contact (903) 457-2994 within 48 hours after your original rental date for refunds or to reschedule.

I, \_\_\_\_\_, have read the Facility Use Guidelines for rental of the facility listed above. I agree to abide by the guidelines listed and my signature indicates agreement to all terms of this contract.

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of City Staff