

Lakeside Park Facility Rental Policy
50 West Lake Road, Mayville, NY 14757
716-753-2682

Park Facilities

Gazebo: The gazebo is provided on a first come first serve basis and needs no reservation, **but may be reserved in advance for special events.**

Picnic Tables: The tables and grills throughout the Park are provided on a first come first serve basis and need no reservations

Patio: The patio on the north end of the Carlson Community Center is provided on a first come first serve basis or by reservation with the Community Center Hall.

Hall: The Carlson Community Center Hall which seats 75-people is provided by reservation and permit only.

Pavilion: The picnic pavilion which seats 84-people is provided on a first come first served basis when open, **but may be reserved in advance.**

Reservation Procedure

Reservations shall be made with the Mayville Village Clerks Office, 1 South Erie Street, Mayville, New York 14757. Phone Number (716) 753-2125

Reservations shall not be made for the next year prior to the Park opening of the current year.

Cancellation of reservations should be made as soon as possible so that others may use the facility.

Permit

All reserved park facilities shall require a permit prior to use, regardless if they are free or fee required.

A permit allows the permitted user sole use of the reserved facility for a maximum of 12- hours per day. All rentals shall conclude at 10:00 PM, unless specials arrangements have been made with the Village Clerks Office.

Permits may be revoked at any time.

Fees

All fees shall be paid in full prior to receiving the facility key for use.

Village of Mayville residents shall have free use of all park facilities.

Village sponsored public events shall have free use of all park facilities.

Public 501C3 charitable organizations shall have free use of rental facilities. (Examples: Churches, Veterans Clubs and Senior Citizen Clubs)

Public not for profit youth organizations shall have free use of rental facilities.

Governmental agencies including schools and fire departments shall have free use of rental facilities for agency related functions.

All individuals or organizations other than the above listed shall pay a \$100.00 per day rental charge for the Carlson Community Center.

Commercial Entities that are interested in the rental of the Community Center for a commercial purpose may do so at a cost of \$1,500.00 per day rental.

Bathroom Facilities

Bathrooms in the Carlson Community Center shall be available to the public April 1 to October 30 from 9 AM till dusk.

Permit Terms & Conditions

Use of permitted facilities shall include publicly shared bathroom facilities in the Carlson Community Center.

Possession or consumption of alcoholic beverages is not allowed in Lakeside Park. In the event alcohol is discovered by Law Enforcement or Village Officials all deposits will be forfeited.

The **permitted user** assumes all responsibility and shall be answerable for any damages to rented facilities or undesirable activities of any person upon the premise at the invitation of the permitted user.

If any damages should occur that exceed the initial deposit amount, the permitted user shall be responsible, and billed for the repairs on a time and materials basis.

Any organization with youth under eighteen (18) years old requires the presence of adult supervision at all times.

Vulgar language and lewd behavior will not be tolerated at Lakeside Park.

The permitted user shall abide by all Park Rules as well as applicable Local, State and Federal Laws.

The permitted user shall promptly report any and all unusual incidents directly to the Village Clerks Office as soon as possible. Unusual incidents include, but are not limited to, damage to park property, accidents, personal injuries, and emergencies involving emergency medical services.

Smoke, fire or pyrotechnics are not permitted in Park Facilities.

No nails, tacks, pins or tape shall be attached to the woodwork or walls of park facilities.

Tables and chairs shall remain inside park buildings.

Music or amplification of others sounds shall be kept at a reasonable level.

Swimming in Chautauqua Lake is not acceptable unless the swimming beach is open and lifeguards are on duty.

Thorough clean up of rented facilities shall be conducted by the permitted user and inspected by the Village before any deposit is returned.

All Garbage and trash generated during usage of the Carlson Community Center shall be bagged and left inside the doors to the patio in a manageable fashion.

The permitted user shall lock up facilities when finished with the facilities and drop the key off at the Village Clerks Office mail slot at the front of the Community Building, prior to receiving their deposit.

Village Contact Numbers

Park Custodian 753-2682

Public Works Superintendent, John Buxton 269-4801

Village Mayor, Martin Bova Jr. 753-2125

Application / Permit for Use of Lakeside Park Facilities

Village Of Mayville

P0 Box 188, Mayville, NY 14757

Today's Date: _____

Rental Date *Requested*: _____

Facility *Requested*: _____

Start Time: _____ Finish Time: _____

Name of Organization and/or Individual:

Purpose of use:

Person in charge at facility: _____

Cell phone number: _____

AGREEMENT

The undersigned is more than 21 years of age and has read this form and attached regulations and agrees to comply with them.

The undersigned shall explain in detail the attached regulations to all persons in responsible charge of facilities during the rental activities.

The undersigned agrees to be responsible for the use and care of rented facilities and will be responsible for any damage and cost for repairs.

Signature: _____

Address:

Telephone Number: _____

*****OFFICE USE ONLY*****

Date of approval _____

Approved by _____

Paid by _____

Key returned _____

Inspection report completed _____

Village of Mayville Lakeside Park usage Policy

ADOPTED 2-12-2013

The Village of Mayville is very pleased to offer several options to its residents and visitors with regards to private parties, various organizations, meetings, family picnics and gatherings of all kinds within the confines of the Mayville Lakeside Park.

The Carlson Community Center as well as the Pavilion are available through a reservation process at the Village of Mayville Clerks Office located at 1 South Erie Street in Mayville.

The reservation of either of the facilities entitles the person whom has reserved that particular space for the day exclusive usage rights to that area for the time that it has been reserved.

The entire park as well as the bathroom facilities are available to the general public at all times when the park is open regardless of any facility reservation.

Parties and any entertainment that is to take place during the time that an individual has reserved the area is limited to the area of the reservation itself and shall not infringe upon the general publics rights to use the park property.

All park rules and regulations shall apply to all users without exception.

At no time shall it be allowed to place any entertainment type apparatus within the park property during a reserved individual's event that would take place within the Community Center or the Pavilion. All the activities of the event must be contained within the area that has been reserved.

At no point are bounce houses, rides or any similar types of equipment to be erected on park property for use during a private event.

All of the park areas such as the playground, sports fields and courts are always available to all park visitors at all times.