



Town Park Use And Reservation Information Adopted August 2024

Orchard City Town Park

General Information

The Town Park is located at 11245 2100 Road. The Park offers a variety of facilities that our citizens can use for a wide range of activities. These facilities range from soccer and baseball fields to pavilions, a playground and a basketball court. The fields and grass areas can be used for sporting events and the pavilions can be used for picnics, birthday parties, weddings, family reunions and many other events.

All facilities at the Park can be used by the general public. However, the Town has an agreement with the Field of Dreams organization and they have priority use of the soccer and baseball fields during their respective seasons.

The facilities at the Park are used on a first-come, first-served basis unless they are reserved in advance and the respective use fee and damage deposit fee are paid. Reservations can be made at the Orchard City Town Hall at 9661 2100 Road, 970-835-3337.

This policy establishes guidelines for reserving and using the Town Park. Failure to comply with these guidelines may result in withdrawal of approval at any time without prior notice and/or denial of future use of the Park.

Facilities Which Can Be Rented

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| ⇒ Large Pavilion (by the playground) | ⇒ Baseball Field #1 |
| ⇒ Baseball Pavilion (center of baseball diamonds) | ⇒ Baseball Field #2 |
| ⇒ Soccer Pavilion (by soccer fields) | ⇒ Baseball Field #3 |
| ⇒ Soccer Field South | ⇒ Baseball Field #4 |
| ⇒ Soccer Field Middle | ⇒ Baseball Field #5 |
| ⇒ Soccer Field North | ⇒ Baseball Field #6 |

Orchard City Residency

Reservation of Park facilities may be made by organizations that have at least one Orchard City resident as a member. However, under certain circumstances, such as the nature of the requesting organization, the Town, at its discretion may waive this requirement.

Responsible Party

The responsible party will be the person who signs the reservation agreement. This person is responsible for informing all participants about the rules of conduct and for maintaining the orderly conduct of all participants and will be held responsible for any damage caused by their event. This person is also responsible for ensuring that all federal, state and local laws and policies are followed. The responsible party must be present during the entire use period and must ensure that the event ends at the specified time.



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Reservations and Cancellations

Reservations for the Park facilities can be made no less than four business days and no longer than four months before the event. If an event is cancelled the Town must be notified immediately by calling the Town Hall at 835-3337. Users who repeatedly fail to notify the Town that their event has been cancelled may lose their privilege of reserving Park facilities.

Additional Rules and Conditions of Use

1. A Park facility will not be reserved until a completed contract for use is submitted, the appropriate use and damage deposit fees are paid and the contract is approved by the Town. Disapproval of a reservation request is at the sole discretion of Town Administration.
2. As stated above, the Field of Dreams organization has first right of use of the soccer and baseball facilities as outlined in their agreement with the Town.
3. The sale of alcohol is prohibited.
4. Users of the Park must abide by all Park Rules.
5. The Town of Orchard City, its officers, affiliates, representatives and employees will not be held liable for any injuries, claims or damages arising from the use permitted occurring during hours of use.
6. The use of any kind of tape to attach banners, posters, etc. to any of the facilities is prohibited.
7. The Park is open and available for use from dawn to dusk.
8. Programs, event and activities sponsored by the Town have priority of use.
9. Spills of food or debris must be cleaned up. Please leave the facility at least as clean as you found it.
10. All refuse and debris from your event must be disposed of in the appropriate trash receptacles.
11. If the facility is left in an unsatisfactory condition after your use and requires cleaning that is beyond normal wear and tear a cleaning fee of \$50 will be assessed.
12. Hot B-B-Q charcoal must not be placed in the trash container.
13. B-B-Q grills brought to the park must not be placed on any of the concrete.
14. All picnic tables must be moved back to their original place.

Fees

One-Half Day	\$30 (four hours or less)
One Full Day	\$50 (four to eight hours)
Cleaning/Damage Deposit	\$50

Changes/Amendment/Decisions

The Town Administrator, when necessary, will make recommendations for changes, amendments and decisions regarding use of the Park facilities. The Town reserves the right to change this policy and rules of use at any time.