

**MAPLE GROVE PAVILION**  
**RENTERS INFORMATION AND GUIDELINES**

1. Any group must obtain a reservation permit to use the pavilion, as indicated in the Rules and Regulations.
2. Use of the Borough's name and/or logo in the promotion of any event, including those events which an entity may hold at the Maple Grove Pavilion, is strictly prohibited without the consent of Borough Council. The borough reserves the right to cancel the reservation of any person, group or organization violating this policy. Any person, group or organization violating this provision will also forfeit their rental fee.
3. Franklin Park Borough **residents** can begin renting for the next year starting at 9:00AM the first Monday of March of the current year. **Non-residents** can begin renting for the next year starting at 9:00AM the third Monday of March of the current year. Any Maple Grove Pavilion Rental Permits received by mail for the next year will be considered after those delivered in person.
4. Children must always be under adult supervision.
5. Pavilion rental hours are from 9:00AM to 11:00PM. Cleanup must be completed, and park vacated by 11:00PM. Music must be off by 10:00PM.
6. The rental fee is for the day; however, we need to know the exact hours you will be using the facility. That way, if you are not using it the entire day, we may be able to accommodate others that would like to rent it for a shorter period before or after your event.
7. If the kitchen area is being requested the key can be picked up by the renter at the Franklin Park Municipal Building within five (5) business days prior to your rental date between 8:00AM – 4:30PM Mon-Fri. The key must be returned by either depositing it in our "Drop Off" box located in our one-way driveway at the Franklin Park municipal building (use the envelope the key was provided in) or return it to the Franklin Park Borough offices no later than 4:00PM the Monday following your rental. If the key is not returned \$50 will be deducted from your damage/cleaning deposit. It is the renter's responsibility to make sure the kitchen is cleaned. This includes: cleaning all spills and crumbs from on or inside the refrigerator, sink, counter tops and floor. If this procedure is not followed, you will forfeit a portion of your cleaning/damage deposit. The key is for the day of rental only. Please do not take any items in advance of the rental date.
8. Beginning Monday of the first full week in August, Tiger Pride Football Association will be utilizing the entire field area for practice. They will use the area Monday through Friday evenings 5:00PM to 9:00PM in August only. Then Monday through Thursday evenings 5:00PM to 9:00PM September-October.
9. You will have use, but not exclusive use, of the playground, practice football field or restrooms.
10. The upper level has seventeen (17) standard 8' picnic tables and three (3) ADA 8' picnic tables. These tables accommodate 160 adults comfortably and three people in wheelchairs.
11. The lower level has five hexagon picnic tables: (4) regular and one (1) ADA table. They seat 28 adults comfortably and one person in a wheelchair.
12. Alcohol is allowed in the pavilion with a permit. It can only be dispensed and consumed in the pavilion. No glass containers are permitted.
13. You can bring a grill to use at the pavilion, but not inside the pavilion.
14. Renters intending to provide activities or services such as caterers, tents, and/or special entertainment such as: bounce houses, petting zoo, pony rides, animal handlers, video game trailers, chain saw carver, etc must use a third-party vendor in compliance with the Third-Party Vendor Rider.

**MAPLE GROVE PAVILION**  
**RENTERS INFORMATION AND GUIDELINES**

**Page Two**

15. Tape is **ONLY** allowed to be used to secure table cloths to tables but must be removed. Tape, staples, nails and thumb tacks are not allowed to be used to secure anything to the pavilion such as, columns, railings or picnic tables. Use of such materials would result in forfeiture of the damage deposit.
16. There is parking for approximately 66 cars plus four handicap parking spaces. Others may be using some of the facilities and parking their cars in the lot.
17. There is an ADA accessible ramp from the upper level to the lower level.
18. Restrooms are located on the lower level.
19. Electric and water are available on both levels.
20. A water fountain is located on the lower level.
21. **Tables may be moved but must be properly replaced before leaving.**
22. Remove all food inside sink and clean sink.
23. Clean up all garbage from around the upper and lower levels of the Pavilion.
24. Wipe off tables.
25. The pavilion floor must be swept and hosed off before leaving. A hose and hose connection are available under the counter/sink. Place hose in cabinet under the counter/sink when finished.
26. Trash and recycling cans must be emptied, trash bags replaced (supply located in the cabinet under the counter/sink) and placed in the appropriate dumpster located off the parking lot directly across from the Pavilion.
27. **Cleanup must be completed within one hour following the event. Renter must properly dispose of all garbage and recycling, empty garbage and recycling can(s) and place them in the appropriate in dumpster. \*A \$150 fee will be assessed if the pavilion is not thoroughly cleaned and/or all garbage is not taken to the dumpster.**
28. Turn off water in sink and hose outlet before leaving.
29. Do not walk or run through mulched areas.
30. Do not pick flowers.
31. Franklin Park Borough reserves the right to photograph events for promotional purposes.
32. The road to the meadow area will be plowed in the winter, but not as frequently as the main road into the park.

**BOROUGH OF FRANKLIN PARK  
USE OF PARKS AND PARK LAND  
RULES AND REGULATIONS**

**THE FOLLOWING RULES AND REGULATIONS GOVERN THE USE OF ALL BOROUGH PARKS AND PARK LAND:**

1. Groups of twenty (20) or more persons shall not use any Recreational Facility for any purpose without first obtaining a permit from the Borough.
2. All parks and park land of the Borough shall be open daily to the public between sunrise and sunset. No person, other than authorized employees of the Borough shall be in any park area from sunset to sunrise unless participating in an approved event.
3. No person shall injure, deface, remove, cut or damage any of the trees, plants, shrubs, turf, buildings, structures or fixtures therein or any other property of the Borough located within a park area.
4. Equipment shall not be left in such a location as to inhibit the use of a playing field or create a safety hazard.
5. No person shall conduct himself within a park to annoy other persons using the park for recreational purposes or any other residents of the Borough.
6. No person shall dispose of any litter on park grounds except by disposing of litter in receptacles designated for this purpose. Excess litter shall be removed by the user of the park.
7. No person shall injure, destroy, deface or remove any notice, rule or regulation posted at any place within any park area.
8. No person shall bring any alcoholic beverage into any park area either for his/her own use or for the use of any other persons.
9. Beverages in glass bottles are prohibited in park areas.
10. No motorized vehicles other than Borough equipment shall be permitted in any park other than on designated parking areas.
11. Gambling or games of chance, except those sponsored by the Borough, drunkenness, disorderly or indecent conduct and profane or offensive language is prohibited.
12. No person shall wash, clean, polish, grease, lubricate or otherwise make repairs to any motor vehicle in any park area, except when emergency repairs of a minor nature may be required.
13. Playing fields shall not be used for contact sports such as football, rugby, or soccer when the ground is wet, and the turf may be damaged.
14. Horseback riding is permitted only on designated equestrian trails.

**BOROUGH OF FRANKLIN PARK  
USE OF PARKS AND PARK LAND  
RULES AND REGULATIONS  
PAGE 2**

15. Picnics shall be allowed only at locations provided for that purpose. Persons holding picnics shall clean up and place all waste paper and other refuse in receptacles provided for that purpose.
16. Permits for the use of park buildings, shelters, ball fields or areas are hereby required and may be obtained only by persons over twenty-one (21) years of age.
17. Grass areas shall not be used for roadways, parking or for other purposes which may injure or destroy the turf or landscaping except when authorized by the Borough for special events.
18. Buildings, fences, fountains, statuary, benches, signs or other structures shall not be injured or defaced in any way.
19. Pets are permitted only when held in leash on nature trails and similar areas. Pets are not permitted on ball fields or any play areas. Owners shall be responsible for cleaning up after their pets.
20. Fires may not be built or allowed anywhere in the park other than in grilles or stoves provided for that purpose and must be extinguished before leaving. No person shall throw away or discard any lighted match, cigar or cigarette anywhere other than the designated containers
21. Peddlers, picnic parties or any other person whosoever shall not sell or offer for sale any article or service for hire within the limits of any park or set up therein any stand or booth for such purpose or distribute or display handbills, cards or advertisements of any nature whatsoever unless duly authorized to do so by written permission from the Borough.
22. Games, contests or sports are permitted only in areas designated for such use and in no case shall uses be permitted in areas where lawns or planting may be injured or where such games or contests may interfere with park regulations.
23. Moving of picnic tables is permitted in the parks; however, **they must be replaced** before leaving the park.
24. Moving other park equipment is prohibited.
25. Activities of a nature not permitted by these heretofore regulations may be engaged in only by special permit issued by Borough Council or Borough Manager upon written application therefore and under the conditions specified in such special permit.
26. Camping is not permitted in any of the parks, except by authorized permit.
27. Charging a fee for teaching skills and/or giving instructions in any of the Borough parks, play centers or ball fields by individuals and/or groups may be undertaken after obtaining a permit from the Borough for that purpose.

**BOROUGH OF FRANKLIN PARK  
USE OF PARKS AND PARK LAND  
RULES AND REGULATIONS  
PAGE 3**

28. Any person, group or organization reserving Borough facilities must use them strictly for their own use. If any other person, group or organization requests the use of the facility from the party having such facility reserved, arrangements can be made upon written agreement of both parties. However, approval and scheduled use of the facility and any fees incurred must go through the Borough.
29. Archery equipment may be used in active recreational areas, but only under adult supervision and only in such a manner as to present no public safety hazard.
30. All posted vehicle parking regulations and restrictions must be observed when using the park. Any activity, which generates parking in excess of that available at the site, must make alternate parking/busing/carpooling arrangements. The Borough reserves the right to preclude the simultaneous use of park facilities when it is felt that such dual use might create parking or other problems. Groups having a valid use permit shall have priority over any group not having a permit.
31. It is prohibited to throw, discharge or otherwise place or cause to be placed in the water of any fountain, pond, lake, stream or other body of water in or adjacent to any Borough park or any tributary, stream, storm sewer or drainage flowing into such waters, any substance, matter or thing, liquid or solid, which will or may result in the pollution of said water.
32. It is prohibited to bring in or dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, refuse or other trash on any park land.
33. Permits to reserve Borough recreational facilities will be issued on a first-come first-served basis beginning the first Monday in March of the preceding year starting at 9:00 AM. Applications must be made on forms provided by the Borough. The issuance of any such permit is conditioned upon strict adherence to these Rules and Regulations and any violation hereof shall be cause for revoking the permit. The Borough also reserves the right to refuse the issuance of a permit or to revoke a permit without cause.
34. The Parks and Recreation Board and Borough Council must approve changes to the park of any type, including but not limited to: construction, installation, painting or landscaping. A written request and drawing detailing the change must be submitted.
35. The use of all public address systems, radios, stereos and any other sound amplification device shall be used in a manner consistent with Borough Ordinance Chapter 136, Articles I & II entitled Noise except for approved events.
36. Any person, partnership or corporation violating any provision of these Rules and Regulations shall, upon conviction thereof, be sentenced to pay a fine of not more than \$300.00 plus damages and cost of prosecution as set forth under Ordinance #127-73.