Twin Falls County

**Parks & Waterways Advisory Board**

1234 Highland Ave E. Phone (208) 734-9491

Twin Falls, Idaho 83301

**Parks Pavilion Reservations Policy and Regulations**

Reservations:

* Reservations cannot be booked until Jan. 1 of calendar year for the event.
* Annual events may be booked with Parks Director approval only, fees for annual events must be paid by Jan.15 of calendar year of qualifying event or other arrangements are made with Parks and Waterways Board or the Director. Final approval rests with the County Commissioners.
* Reservations must be paid in full at the time of the reservation, or the date will not be held.
* All reservations are first come, first serve unless there is a qualifying annual event.
* Deposit checks will be cashed at the time of the reservation.
* It is the persons/groups responsibility to report any damage or dirty condition to the on-call number 208-933-2530, at the scheduled time of reservation, or there deposit will not be returned for any expenses incurred by the County.
* Any waived fees must be approved by the Director or the County Commissioners only. See Pavilion Fee Waiver Policy. Deposit fees are not waived.
* Cancellation notice must be done by 4:00pm on Tuesday before your reservation and Monday Holidays.

Rules:

* County Ordinance: 5-7-2: Park Rules and Regulations: Posted at main entrance or at the individual Pavilion or both.

By agreeing to the reservation, you are agreeing to:

In order to process your payment, the credit card service provider, charges a $2.00 or 2.5% fee, whichever is higher. To not incur a credit card transaction fee, we accept cash or check in person through our office.

Reservations must be made at least 7 days in advance of the desired reservation date. You must receive confirmation that your reservation has been accepted for it to be valid. All reservations are tentative until accepted by office staff. (Approval times will be during business hours only. Plan accordingly.)

**Disclosure**

For reservation changes: we allow 1 change per year per person. If a 2nd change is desired, you will need to get approval by the Parks Director in writing. This process can be lengthy, so please plan accordingly.

**Pavilion Reservations**

Pavilion reservations are daylight only. The park will be open at dawn and the gates will be closed at dusk. No exceptions, so plan accordingly. The reservation is for that pavilion only, not the park. The following rules apply for pavilion rentals:

* No hunting or shooting within the park
* No glass beverage containers within the park
* Even though permission has been given to use a specific shelter or pavilion on a desired day, the park will still be open to the public. However, the other individuals will be advised of your use through signage. If there are individuals occupying a reserved pavilion and refuse to leave, please call our on-call number at (208)933-2530. It is your responsibility to make the call. If you cannot make contact with someone at our on-call number, please call the Sheriff's dispatch at (208)735-1911
* Dogs are only allowed in the parks if they are on a leash. Owner and/or handler are required to carry a “pooper scooper” and clean up after pets at ALL times
* Pack out what you pack in. We ask that all users pick up and remove ALL debris generated from their function and leave the area clean, this includes carrying out garbage.
* Do not move the trash cans, tables, or benches

**Cancellations**

Any cancellations must be made AT LEAST 3-business days before the reservation. (Business days include Monday-Friday 8AM to 4PM, excluding any major holiday.) All timely cancelled reservations will be reimbursed to you in the form of a check from Twin Falls County Parks and Waterways department. Your check will be mailed to you via U.S. Postal Service with the address you provide during your reservation sign up.  Refunds may take up to 6 weeks to receive. We will not put the money back on the card used. Any cancellations will be forfeiting the payment processing fee. You will only receive money for the rental of the space.

**Information**

When a reservation is made, your reservation is tentative only. Your reservation must be approved by office staff at the Twin Falls County Parks and Waterways office. (Approval time can vary.) Once approved, your card will be charged automatically. Your card will be kept on file until your site use has been completed. If after the site use, the area that you reserved has been damaged or left dirty; your card will be charged a minimum $50.00 cleaning or damage fee. You will be notified of this happening by the contact information that you provided at the time of reservation.

Twin Falls County Parks and Waterways department is not responsible for any damage or loss of property/ equipment that occurs while utilizing one of our facilities. We reserve the right to ask you to leave the premises at any time during your reservation.

The signee expressly acknowledges liability and agrees for itself and for all of users, visitors, guests and invitees.