

Frequently Asked Questions for the Pavilion at Village Community Park

The pavilion is always first come , first served. If you want priority use of it with no one else there you need to reserve it and pay the fee.

How do I reserve the Pavilion”

A. You need to go online and request it.

- If you don't have an account you need to create one- https://willistonvt.myrec.com/info/household/add_step_01.aspx2
- If you do have an account login- <https://willistonvt.myrec.com/info/household/login.aspx>
- Click on the Facility Icon- <https://willistonvt.myrec.com/info/facilities/default.aspx>
- Scroll down to Pavilions. Click on the word “Request” on the far right.
- Fill out the form and submit it.
- It will be sent to the Dept., and we will approve it or deny it. You will receive an email either way.
- If Approved, you will need to pay the amount due before the date of use.
- If Denied, a reason will be given, but we will work with you to find a date and time that works for you.

Can a reservation be made over the phone?

A: No. Reservations need to be made online by using the “Request” button on the facility page.

Is payment required when making a reservation?

A: No, However, payment must be made before the date of use to release the permit.

B: Payment can be made by check, cash, or you can pay online with a credit card.

What times can I reserve the pavilion?

A: Reservations begin no earlier than 8:00 am.

B: Parks close daily at dusk. Pavilion reservations must be concluded by dusk, if not scheduled to end earlier.

How many people can the pavilion hold?

A: Pavilion reservations may not exceed 100 people.

B: The picnic tables inside the pavilion can seat 54 people on the benches and there are 8 spots for accessibility.

Is parking available for pavilion reservations?

A: Yes, parking at Village Community Park parking lot is available and free to the public.

B: No overnight parking is allowed.

Is there vehicle access to the pavilion?

A: No. motorized vehicles are not permitted in the park.

B: Transporting equipment, goods, food, and /or people is the responsibility of the User.

Can additional tables be brought in?

A: Yes, the User may bring in portable tables to use during a reservation.

B: All tables brought in must be removed after the rental.

What happens if I arrive at the pavilion and it's being used?

A: The pavilion will have a reservation calendar posted showing all reservations.

B: You Must bring your pavilion permit with you on the day of your reservation.

C: Kindly inform the person/group you have a permit for reservation.

Can pavilions be decorated?

A: Yes, with stipulations. Only- Painters Tape can be used to tape anything up.

B: Decorations are allowed to be set up at the beginning of a reservation time and must be removed entirely at its completion. This includes anything and everything fastened, tied, and taped to the pavilion structure and tables. If any decorations, strings, or ribbons remain after the reservation, a cleaning fee will be fined to the User.

How big is the onsite charcoal grill?

A: The two (2) grills have cooking surfaces of 24" x 16" and 18" x 15".

B: Charcoal is not provided, so be sure to bring your own charcoal and grill brush.

C: Wood fires are not permitted in grills or in the park.

Can a gas grill be brought and used?

A: Yes. Propane gas grills are allowed to be brought for barbeque use.

B: Open fires are prohibited

Is there power available that can be used during a reservation of the pavilion?

A: Yes, this needs to be requested during the reservation. There is a fee for electricity use.

Is alcohol allowed?

A: No

Are bathrooms available?

A: Yes, public bathrooms are available and lock at dusk.

B: If it is off season the restrooms will not be open but a port-o-let is available.

Are there trash and recyclable receptacles at the pavilion to use?

A: No, User must Pack Out whatever they Pack In. The User is responsible for removing all trash & recyclables.

B: The bins at the park are for general use and will not hold large amounts of trash or recyclables.

C: The User will be charged a cleaning fee if trash and recyclables are not removed.

Is music allowed in the pavilion?

A: Yes, amplified music is allowed at a volume not to be heard beyond the pavilion boundaries.

B: Music is to be appropriate for a public setting (i.e., no profanity or suggestive lyrics, etc.).

C: DJs, amplified instruments, and live bands are not allowed.

Are dogs allowed in the pavilion?

A: Any person bringing a domestic pet within park boundaries shall keep the pet on a physical leash.

B: All pet waste must be picked up and disposed of properly.

Can there be anything set up outside of the pavilion?

A: No. A pavilion reservation secures the use of the pavilion. Anything outside of the pavilion is open to the public but can be reserved.

B: Pavilion picnic tables must remain inside the pavilion

C: Lawn games and portable chairs can be set up around the pavilion.

D: Tents, inflatables, and trampolines are prohibited.

E: If fields or courts are needed you must request those on the permit application and are available for an additional fee.

Can signs be put at the park entry and/or inside the park?

A: No, signs are not allowed to be erected.

Can reservations be transferred to another date?

A: Yes, Transfer requests must be received in writing and emailed to recreation@willistonvt.org at least 10 days before the original reservation date.

B: Transfers must be within the same calendar year.

Can reservations be canceled and will I get a refund?

Cancellations:

- The Department reserves the right to cancel a reservation in favor of Department or Town related business or interests, or for any unforeseen reason that the facility cannot be used.
- If the Department cancels a reservation, a full refund will be issued for the date(s) that are canceled.
- If a permit holder cancels a reservation, the refund will be handled as stated below.

Processing Fee	The first hourly rate of the facility rented is deducted from all refunds.
Remaining Balance	Will be refunded up to three (3) days before the date of the reservation.
No Refund	No Refund will be given if the Dept. is notified less than three (3) days before the date of the reservation or the date to be canceled.

- If there is an outstanding balance due on the Permit Holder account, the refund will be automatically applied to the balance due, and any remainder will be refunded.
- Refund checks take approximately three weeks to process and receive.

Rainouts:

- The Department will work with the permit holder to find a make-up date.
- If a make-up date is not agreed on, a refund will be granted, minus the processing fee.
- The department must be notified of a rainout within 24 hours of the rental date that the rainout occurred, or no refund will be granted.