

CITY OF CADILLAC
ROTARY PERFORMING ARTS PAVILION
GENERAL GUIDELINES

1. The Rotary Performing Arts Pavilion may be reserved no more than one year in advance. The City will begin accepting reservations after notice is given to all nonprofit groups in October of the previous year. All requests for the use of the Pavilion must be in writing.
2. Scheduling priority will be awarded to the following community groups:
 - A. Cadillac Rotary Club
 - B. Members of the Cadillac Area Arts Council
 - C. Cadillac Community Schools
 - D. Nonprofit Cadillac are groups/service clubs
 - E. Others desiring to use the Pavilion will be scheduled on an as-received basis.
3. Fees:

A Rental fee will be charged for weddings and in cases where the group or organization using the Pavilion is charging a fee for their services. Nonprofit organizations whose activities can be considered a service to the community will not be charged.

Fee Schedule

 - \$30.00/hour rental
 - \$35.00 cleaning deposit
4. When the sound system is requested to be used along with the Pavilion, a Recreation Department employee will be assigned to supervise the operation of such system. This person must be present at all times while the system is being operated.
5. The decision to cancel an event must be made by the sponsoring organization before 3:00 p.m. on the Friday before the event (if the event is held on the weekend). Cancellation of events taking place Monday thru Friday, must be made by 3:00 p.m. the day before. Failure to do so will result in the assessment of normal and ordinary fees and charges where applicable.
6. Organizations must provide their own supervisory personnel, as dictated by the event.
7. No alcoholic beverages will be allowed without the expressed written consent and approval of the City of Cadillac City Council.
8. Various insurance coverage's may be required if warranted by the type of event.
9. The organization using the facility agrees to restore to original condition any property which is damaged or replace property which is destroyed.
10. All events are subject to approval by the City of Cadillac and can be cancelled by the City at any time when it is determined that to do so would be in the best interest of the City.
11. All approved requests for the use of the Pavilion must be accompanied by a signed "Rotary Performing Arts Pavilion Use Contract". Acceptance of the terms of that contract also indicates an acknowledgement and agreement to the terms set forth in this "General guidelines for the Use of the Rotary Performing Arts Pavilion."
12. All advertisements pertaining to the use of this facility should designate this structure as the Rotary Performing Arts Pavilion.
13. No "rain dates" will be scheduled as this ties up the Pavilion and prevents others from scheduling events.