

Pavilion Rental Guidelines

5/2017

Thank you for choosing to have your event at the Pavilion in Fairfax. We are happy to offer this space in service of our community. Here are some guidelines and information to help make your event a success.

Key Check Out

Once you have booked your event we will notify the Police Dispatch counter in Town Hall. On the day of your event, go to the Police Dispatch counter in Town Hall and request the key for the Pavilion you will need both the front door key and the kitchen key. The kitchen key will open the kitchen and the closets where we keep the tables and chairs. Please be prepared to leave your drivers license at the Police Dispatch while your event takes place. This assures that you will return the key. When your event is done, lock any doors that you unlocked, including the front door and take the key back to the Police Dispatcher and they will return your license.

Lights

The switch for the lights is on your right hand side after you enter the lobby of the Pavilion but before you enter the gymnasium room. There are two switches, one for the lobby lights and one for the entire gymnasium room. Be sure to turn off all lights when you leave the building.

Heater

The Pavilion is a very old, uninsulated building so it's always a bit cold inside. We have a heating system that is on a series of timers. Turn on the heat as soon as you get in the building so that it has time to warm up before your event. The timers are located near the windows as you enter the gymnasium room. Two are to your left and two are to your right. They are high up. Each timer sets the heater for 1 hour. You will need to turn them all on and then check back every hour to reset them during your event.

Tables and Chairs

We have several tables and chairs available for your use during the event. The chairs are located in the cupboards behind the bar in the far right hand corner of the building. We also have several 6 feet folding tables and card tables that will be held in the kitchen. This cupboard is locked and can be opened with the kitchen key. Please notice how the chairs and tables are neatly stacked and return them in the same fashion when you are done. Please also bring your own tablecloth coverings for the tables as they are not always perfectly cleaned.

Kitchen

We have a partial kitchen in the Pavilion. The kitchen key opens this room. There is a commercial refrigerator and sink that you can use during your event. The stove can not be used since it is not hooked up and has no hood. We have a cover on it so you can use it as a work surface. There are a few tables set up in the kitchen that can be used as work surfaces but should remain in the kitchen. If you will be doing any dishes you will need

to bring your own dish soap and sponge, there is a drying rack provided. Please leave the kitchen clean and take any items of yours that were in the refrigerator when your event is over. We do our best to stock up on trash bags but it is always a good idea to bring your own.

Pavilion Event Waste Instructions

The Pavilion is equipped with Eco stations. Each station is comprised of 3 metal frames with lids and bags on hooks under each lid. The green is for organic waste, blue for recycling of bottles and cans and black is for landfill waste/trash. The station is located at the rear of the building. Please sort your food and recycling and other materials at the end of your event. Please replace empty stations with bag refill supplies found on the wooden cabinet behind the station. The bags are green for compost, clear for recycling bottles and cans and black for landfill/trash.

After sorting, please take the bags outside the building at the rear right hand side to the containers and place inside. ***Please keep small children away from the stations.*** Thank you!

Green – Compostable (Food & Cardboard that has touched food, e.g. Pizza boxes)

Brown – Bottles & Cans

Black – Trash only (Landfill items) – see lids for samples of acceptable items

*There are also **blue** containers for recycling clean paper outside of the Pavilion.

IF YOU REMOVE WIRE RACK RECYCLING STATIONS FROM THE BUILDING DURING YOUR EVENT, YOU ARE RESPONSIBLE TO RETURN ALL THE STATIONS TO THE PAVILION BEFORE YOU LEAVE.

Cleaning

In order for your deposit to be refunded you must leave the Pavilion as you found it. Please sweep if needed. There are brooms either in the corner near the bathrooms or in the cleaning cupboard which is next the table cupboard and can be opened with the kitchen key. We have many events in the Pavilion including gymnastics and basketball on a daily basis during the Winter, so it may not be perfectly clean when you arrive. You only need to clean up any mess you create during your event.

Please make sure your guests and children respect the Gymnastics Equipment in the Pavilion. ***There should be NO climbing, hanging out on, or touching of the equipment.***

We hope you have an excellent event in the Pavilion. If you have any questions feel free to contact:

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