

PARK & FACILITY RENTALS - INFORMATION STATION

UPDATES

Beginning **November 1st** and continuing through the winter season until **April 15th** of each year, **all outdoor venues** (Parks, Picnic Pavilions, etc.) **are** available on a First-Come/First-Serve basis **only** (NOT reserveable; NO services; NO charge) .

***** All weekends through DECEMBER 2015 are already booked at Fuji Exhibit Hall *****

We're currently accepting Reservation Requests for Fuji Exhibit Hall for **JANUARY 2016 through MARCH 2016 only**. We'll begin to accept Reservation Requests for Fuji Exhibit Hall for **APRIL-DECEMBER 2016** at the **end of 2015** (check back then).

The **Community Center-Gym** is used for School and Recreation/Sports activities in Fall/Winter/Spring, but may be available in the Summer for a limited number of weekend Events. We won't know what's available until late MAY 2015 (check back then).

FAQ's

"I'm trying to reserve **Fuji Exhibit Hall**, but the Reservation System won't let me finish"

*Fuji Exhibit Hall is in high demand by Carson City residents. In fact, weekend dates at the Hall are typically booked as much as 18 months in advance. And out of consideration for nearby residents, we only book one "high-capacity" Event (late-ending, with a high guest count, alcohol, and music) at the Hall per weekend; usually on a Saturday night, but never on a Sunday (work / school) night. So please be sure to check the **Availability Calendar** first (see link below), and if the weekend is already booked (on either a Fri, Sat, or Sun), chances are your Reservation Request will be declined; either by the System or by us (Carson City Parks-Reservation Desk).*

"Do I have to reserve or pay to use one of the (reserveable) **Parks or Picnic Pavilions?**"

*All City Parks and Picnic Pavilions are available for use on a First-Come/First-Serve (FC/FS) basis **UNLESS** they're already reserved or in use by another FC/FS party. Services cannot be provided (electricity, water, etc.) without a reservation, and you won't know if the Facility is available until you arrive on-site that day and check to see if there's a Name in the Reservation Box or is already in use. To reserve a Park or Picnic Pavilion, you must request the Facility at least 30-working days prior; pay all Fees (\$75/day to rent for CC-Residents, plus refundable Damage Deposit of \$150), and provide Insurance. *See **Info/Fact Sheet** link below for all requirements.*

"I'd like to use a (non-reserveable) **Park or Picnic Pavilion; not listed in your Reservation System.**"

*There are only three City Parks where facilities (Park Grounds, Picnic Pavilions, etc.) are available for reservation; Fuji, Mills, and Riverview/Korean War Veterans Memorial Park. All other Parks are "Neighborhood Parks," and are available on a First-Come/First-Serve basis only; NO reservations NO services, NO charge. Please follow all instructions on Park Signs; typically Dawn till Dusk, NO After-Dark; NO Amplified Music; NO GLASS Containers, and ***** BOUNCE HOUSES ARE NOT ALLOWED AT ANY CITY PARK; NO EXCEPTIONS ******

NEXT STEPS

1. Please review **Info/Fact Sheet, Cost Calculator, and Availability Calendar** (see *Useful Links, below*) before reserving.
2. We cannot hold Dates, so be prepared to **pay** the **Booking Deposit** as soon as your Reservation Request is confirmed.
3. **Questions?** Email April at alivesay@carson.org. Please include desired Date, Facility, # Guests, and Event Description.

USEFUL LINKS (BY VENUE)

	Info/Fact Sheet	Cost Calculator	Park Map/ Layout	Diagrams/ Pictures	City Map/ Directions	Availability Calendar	Reservation Request
<u>Fuji Park / Fairgrounds:</u> Fuji Exhibit Hall Fuji Park & Picnic Pavilion Fairgrounds / Arena <u>Mills Park:</u> Mills Park & Picnic Pavilions (3) Marv Teixeira Pavilion <u>Riverview Park:</u> Park/Trails & Picnic Pavilion	To view the <i>above-referenced Useful Links (By Venue) Schedules/Diagrams</i> please return to the " Park & Facility Rentals " Home Page, and click on the specific Venue you're interested in (<i>at bottom of Home Page</i>).						