

MU Healthcare Pavilion Reservation Guidelines

Reservation Policies and Cancellation Guidelines:

- 1) When the pavilion is not in use by members of the Friends of the Farm partnership, reservation dates are reserved on a first come, first served basis to community members and organizations in need of a large outdoor space for events and meetings.
- 2) Reservations are allowed up to 364 days in advance of the event. Inquiries and credit card payments may be made by phone, 573-874-7719. All other payments must be made in person. Payment must be made in full at time of reservation.
- 3) Reservations are non-refundable. They may be transferred to another date if requested a minimum of 14 days prior to the original reservation.
- 4) There is a \$50 damage/key deposit (cash, check, Visa, MasterCard, Discover) required when you pick up the keys for the facility. The deposit will be refunded two to three weeks after the event. Deposits paid by check or cash will be mailed a City of Columbia check approximately two to three weeks after the date of usage. If paid by credit card, the refund will be credited back to the card.
- 5) **Payment for this reservation will constitute agreement to abide by all Park Regulations including, but not limited to, those listed on this form. Violation of these Regulations may result in the issuance of tickets and/or citations.**

If you have a question or problem with the facility, please call 573-874-7719 during normal business hours. After 5 p.m. or on weekends and holidays, call the City of Columbia Police Department non-emergency number 573-442-6131. For all emergencies call 911.

Facility Description:

A large, linear pavilion on the northwest side of Columbia's Agriculture Park is currently used by the [Columbia Farmers Market](#) along with additional areas of the park to the west of the existing market. The pavilion was designed to accommodate the vendors and customers of the Columbia Farmers Market, as well as serve as a rental facility for the community when it is not used by the Columbia Farmers Market or [Columbia Center for Urban Agriculture](#). The pavilion is designed to provide covered space for 98 vendors at the farmers market along with parking for each vendor and a 30-foot-wide shopping aisle for market customers.

The pavilion will provide market vendors and patrons with the covered space needed for a year-round market at the park. In a future phase of construction, park staff will install vinyl curtains throughout the center of the pavilion to create a heated indoor space for winter market use.

When the MU Health Care Pavilion is not in use by members of the Friends of the Farm partnership, park staff will coordinate the rental of the pavilion to community members and organizations in need of a large outdoor space for events and meetings.

If your event needs to use outdoor space in addition to the pavilion, a [park special use permit](#) may be needed.

Facility Rental Rates:

Rental Day	Date/Time Restriction	Fee
Monday – Thursday – Half Day Rate	8 am to 3 pm; OR 4 pm to 11 pm	\$185
Monday – Thursday – Full Day Rate	8 am to 11 pm	\$280
Fridays and Sunday – Half Day Rental	8 am to 3 pm; OR 4 pm to 11 pm	\$210
Fridays and Sunday – Full Day Rental	8 am to 11 pm	\$370
Saturday – Half Day Rental	4 pm to 11 pm	\$230

Note: Not available for reservation on Saturdays 6am-4pm, Tuesdays 8:30am-3:30pm, or Thursdays 1:30-8:30pm.