Resolution #2026-12

City of Sunbury

Sunbury Wetland Ecological & Educational Park (SWEEP)

SWEEP Pavilion Reservation Policy

The mission of the Sunbury Wetland Ecological & Educational Park (SWEEP) is to preserve, protect, restore, and enhance the natural wetland ecosystem while providing opportunities for environmental education, passive recreation, and community engagement through conservation, stewardship, and volunteerism.

1. Purpose

The SWEEP Pavilion is available for reservation for family gatherings, educational activities, community events, and other appropriate uses consistent with the mission of SWEEP.

2. Reservation Times

Park grounds are open from sunrise to sunset year-round. The pavilion is available for reservations beginning March 01 through October 31 of each calendar year.

- Morning: 9:00 a.m. - 1:00 p.m.
- Afternoon: 2:00 p.m. - 6:00 p.m.
- Full-Day Reservation: 9:00 a.m. - 6:00 p.m.

Trails do not receive maintenance or snow removal during winter months from November - February.

3. Reservation Donation Schedule

Sunbury Residents or Households with Students Enrolled in the Shikellamy School District:

- 4 Hours: $60
- Full Day: $120

Non-Sunbury Residents:

- 4 Hours: $80
- Full Day: $160

Pavilion use during no reservation time:

The picnic tables are free for use first-come, first-served basis during non-reserved time.

4. How To Make Reservation:

Email completed pavilion rental application to **HelloSunburySWEEP@yahoo.com** at least two (2) weeks prior to the requested reservation date & time. Reservation is not guaranteed until the application is processed and accepted by the SWEEP Committee.

The reservation holder will be contacted when the application is processed & informed on decision.

DO NOT SEND donation fee until application & reservation is approved.

5. Payment of Donation Due Upon Application Approval. Payable by check or cash only

Make checks payable to: City of Sunbury

Notate the check: SWEEP Pavilion Donation

Mail check to:
Sunbury Treasurer Office
Attn Wetland Pavilion Donation
225 Market St
Sunbury PA 17801

All reservation donations shall be received by the City of Sunbury Treasurer Office or SWEEP Committee Representative.

All donations received shall be deposited by the Sunbury City Treasurer office in accordance with applicable City financial policies and procedures for the SWEEP wetland donation account.

6. Use of Reservation Donations
Reservation donations help offset the costs associated with the operation, maintenance, and continued improvement of the SWEEP Pavilion and surrounding park facilities.

7. Pavilion Amenities
Recommended reservation capacity: 30 persons. Maximum occupancy: 64 persons.

- Covered pavilion in outdoor setting. (Reserved)
- Four (4) 8-foot picnic tables (Reserved)
- Electrical service and lighting (Reserved)
- Concrete floor (Reserved)
- Designated grilling area (Reserved) ***(Not Ready for Use)***
- Men's and Women's restrooms (Available to public during reservation)
- Drinking water fountains (Available to public during reservation)

The park trails, restrooms, drinking fountains, educational exhibits, trail benches, public parking area, and other public amenities remain open to the public during reservation.

8. Waiver Request for Educational Use
A donation waiver may be requested by a local public school or local non-profit organization whose purpose is providing educational programming consistent with the mission of SWEEP.

9. Damage Responsibility

The reservation holder shall be financially responsible for the reasonable costs of repairing, replacing, or restoring any damage to the pavilion, restrooms, furnishings, utilities, equipment, landscaping, vegetation, trails, or other park property resulting from the negligent, careless, reckless, intentional, or improper acts or omissions of the reservation holder or the reservation holder's guests, invitees, vendors, contractors, or other persons attending or participating in the reservation holder's event.

The City of Sunbury may assess and charge the reservation holder for the reasonable costs of repairing or replacing damaged property, restoring affected areas, or performing cleanup made necessary as a result of the reservation holder's event. The reservation holder shall be responsible for reimbursing the City of Sunbury for such costs.

The reservation holder shall not be responsible for damage caused solely by members of the general public or other park visitors who are not guests, invitees, vendors, contractors, or attendees of the reservation holder's event. Responsibility for such damage shall remain with the person or persons who caused the damage, to the extent permitted by law.

Normal wear and tear resulting from the ordinary, proper, and permitted use of the pavilion and associated park facilities shall not constitute damage for purposes of this provision.

10. Reservation Approval, Denial, and Cancellation

The City of Sunbury and the Sunbury SWEEP Committee reserve the right to approve, deny, cancel, suspend, modify, or revoke any pavilion reservation when deemed necessary to protect public safety, park resources, City property, ensure compliance with applicable laws or this Pavilion Reservation Policy, or for any other legitimate governmental or operational purpose.

This authority may be exercised before or during any reservation.

11. Cleanup

The reservation holder is responsible for removing all personal property from the pavilion at the conclusion of the reservation period. Leave the pavilion and restrooms clean and orderly.

Place all trash in the provided trash receptacles that have plastic garbage bags lined inside.

In the event the trash receptacles are full, place all excess trash in the provided plastic trash bags, tie the bags and place alongside the designated green trash container on the concrete pad adjacent to Race Street near the trail entrance.

Failure to perform required cleanup may result in additional fee being charged to the reservation holder.

12. Photo Documentation

Email photographs of both restrooms, the pavilion, picnic tables, and the trash disposal area to HelloSunburySWEEP@yahoo.com before leaving.

13. Decorations
Nails, screws, staples, tacks, paint, damaging adhesives, or other materials or methods that may damage park property are prohibited. Decorations, signs, or other items shall not be attached or applied in a manner that damages or alters painted or unfinished wood, metal, concrete, masonry, stone, trees, benches, picnic tables, interpretive or informational signs, or any other park property.

The use of confetti, glitter, rice, birdseed, or similar materials that are difficult to collect, remove, or clean-up is prohibited.

14. Grills
Cooking grills may only be used within a designated grilling area after such area has been constructed and opened for public use. Until that time, grilling is prohibited.

15. Pets
Well-trained and properly controlled pets are permitted within the park, subject to the following requirements:

- Pets shall be always kept on a leash and under the control of their owner or handler. Dogs shall have a current rabies vaccination & licensing as required by applicable law. Pet owners or handlers shall immediately collect and properly dispose of all animal waste. Pets shall not be permitted to harass, chase, threaten, or otherwise disturb wildlife, other animals, or park visitors. Any pet exhibiting aggressive behavior, excessive or uncontrolled barking, or other behavior that creates a disturbance, nuisance, or safety concern shall be promptly removed from the park by the pet handler.

16. Trails and Wetland
Visitors shall remain on designated gravel trails and public access areas. Entering the wetland boundary, water, natural area or removing or adding any plant species or vegetation is prohibited except as authorized by the City of Sunbury or SWEEP Committee.

Foot traffic only on gravel trails and within the park. Mobility devices used by persons with disabilities are permitted.

17. Prohibited Activities
No alcohol, smoking, tobacco products, illegal drugs, disorderly conduct, excessive noise, camping, overnight use, or damage to park property.

No open flames, candles, incense, fire pits, fireworks, smoke bombs, firecrackers, sparklers, or sky lanterns.

Bikes or wheeled devices are not permitted to be used on the gravel trails due to potential damage to the gravel trail system and safety hazards with other park visitors.

18. Cancellation & Refunds

Cancellation or refund requests must be received in writing by the City of Sunbury or SWEEP Committee at least forty-eight 48-hours prior to the scheduled reservation. Approved refunds may take up to four (4) weeks to process.

Cancelations made less than 48 hours prior to the scheduled reservation are non-refundable.

Cancelation of reservation because of hazardous weather or other safety conditions, the reservation holder may reschedule, subject to availability.

19. Assumption of Risk and Liability

The Sunbury Wetland Ecological & Educational Park ("SWEEP") is a public park containing natural and developed features, including, but not limited to, wetlands, gravel trails, uneven terrain, vegetation, trees and overhanging branches, wildlife, insects, and other conditions inherent in an outdoor environment. Visitors acknowledge that natural and man-made conditions within the park may change without notice and that known, unknown, or unforeseen hazards may exist.

By entering, accessing, or using any portion of the park, including, but not limited to, parking areas, trails, the pavilion, restrooms, picnic areas, educational exhibits, benches, drinking fountains, wetlands, and all other park grounds, facilities, and improvements, each visitor knowingly and voluntarily assumes the risks associated with such use.

Such risks may include, but are not limited to:

- Slips, trips, and falls;
- Uneven, unstable, or changing ground and trail conditions;
- Weather-related hazards;
- Flooding, standing water, mud, ice, or other surface conditions;
- Contact with insects, ticks, snakes, wildlife, poisonous plants, or other natural hazards;
- Falling trees, limbs, branches, or other natural objects;
- Illness, disease, infection, or allergic reactions;
- Damage to, theft of, or loss of personal property;
- Injuries resulting from the acts or omissions of other visitors or third parties;
- Injuries resulting from equipment or facility failure, unforeseen hazards, or human error; and
- Serious bodily injury, permanent disability, loss of limb, or death.

Each visitor is responsible for exercising reasonable care for their own safety and for the safety and supervision of any minor or other person under their care or supervision.

To the fullest extent permitted by applicable law, the City of Sunbury, the Sunbury SWEEP Committee, and their respective elected and appointed officials, officers, employees, volunteers, agents, contractors, and representatives shall not be liable for any injury, illness,

death, property damage, property loss, or other loss or damages arising out of or relating to the use of the park.

Use of the pavilion is at the reservation holder's own risk. The reservation holder shall be responsible for the conduct of the reservation holder's guests, invitees, vendors, contractors, and other persons attending or participating in the reservation, and for damage occurring during the reservation to the extent attributable to the acts or omissions of the reservation holder or such persons.

Violations of city and park rules or violation of a condition of this policy could result in any or all of the following:

- No refund of reservation donation.
- The reservation may be revoked. This would mean that the occupants would be required to vacate the pavilion immediately.
- The occupants may be required to leave the park immediately.
- Banned from future pavilion reservation or park access at SWEEP.
- Law enforcement response or action.

20 . Contact

Email: **HelloSunburySWEEP@yahoo.com**

Or contact the Sunbury City Clerk's Office for more information at 570-286-7820

Attest:

Jeffrey Wojciechowski Date
City Clerk

City of Sunbury:

Joshua Brosious Date
Mayor