

Village of Mayville

Facilities Rental & Usage Policy

Policy Adopted: April 14, 2026 (replaces all previous policies)

(Depot Fee Schedule Effective April 15, 2026; All Other Facility Fee Schedules Effective for Reservations on or After January 1, 2027)

Purpose

The Village of Mayville is pleased to offer facilities to residents, organizations, and visitors for meetings, gatherings, family picnics, private functions, and other appropriate events. This policy governs the reservation, rental, and use of all designated facilities.

Lakeside Park Facilities: 50 West Lake Road, Mayville, NY 14757

- **Carlson Community Center & Patio**
 - Seats up to 75 people
 - Reservation includes the north-end patio.
- **Enclosed Pavilion (Green)**
 - Seats up to 84 people
- **Open Air Pavilion**
 - Seats up to 112 people
- **Gazebo**
 - Available picnic tables or benches can be moved to this area.
- **Picnic Tables & Grills**
 - All picnic tables and grills throughout the park can be used on a first come first serve basis with no reservations accepted.

Depot: 16 Water Street, Mayville, NY 14757

- **Depot (Southern Half) including the deck**
 - Seats up to 83 people

Gravit Field: 75 Valley Street, Mayville, NY 14757

- **Open Air Pavilion**
 - Seats up to 68 people

Community Building: 1 South Erie Street, Mayville, NY 14757

- **Upstairs Community Room**
 - Seats up to 65 people

Reservation Procedure

- Reservations shall be made through the Village Clerk's Office
Address: 1 South Erie Street, Mayville, NY 14757
Phone: (716) 753-2125.
- Reservations for the next calendar year shall not be accepted prior to **June 1** of the current park season.
- Cancellations should be made as soon as possible to allow others to reserve the facility.

Permit Application Requirements

- All facilities require a reservation made with the Village Clerk's Office.
- A permit grants exclusive use of the reserved facility for up to twelve (12) hours per day, beginning no earlier than 8:30 AM.
- All reservations shall be concluded by 10:00 PM, unless prior arrangements are approved by the Village Clerk's Office.
- Reservations may be revoked at any time for failure to comply with this policy.

Rental Fees

Effective Date

The rental fees listed below will apply to all facility usage occurring on or after January 1, 2027, regardless of when the reservation is made. The only exception is the Depot, which currently has no reservations; its updated fee schedule will take effect on April 15, 2026, when reservations for that facility may begin.

Facility Rental Fees

Carlson Community Center – Lakeside Park – 50 West Lake Road

- **\$50.00 per day** — Village of Mayville residents
- **\$100.00 per day** — Non-residents

Enclosed Pavilion (Green) – Lakeside Park – 50 West Lake Road

- **\$25.00 per day** — Village of Mayville residents
- **\$50.00 per day** — Non-residents

Open Air Pavilion – Lakeside Park – 50 West Lake Road

- **\$25.00 per day** — Village of Mayville residents
- **\$50.00 per day** — Non-residents

Gazebo – Lakeside Park – 50 West Lake Road

- **\$25.00 per day** — Village of Mayville residents
- **\$50.00 per day** — Non-residents

Depot – 16 Water Street

- **\$50.00 per day** — Village of Mayville residents
- **\$100.00 per day** — Non-residents

Gravit Field Pavilion – Gravit Field – 75 Valley Street

- **\$25.00 per day** — Village of Mayville residents
- **\$50.00 per day** — Non-residents

Upstairs Community Room – Community Building – 1 South Erie Street

- **\$50.00 per day** — Village of Mayville residents
- **\$100.00 per day** — Non-residents

Fee Payment Requirements

- Rental fees must be paid withing 10 days of making a reservation.
- All payments must include the issued permit number associated with the reservation.
- Payment options:
 - In person at the Village Clerk's Office
 - By mail
 - Online at the Village of Mayville website: www.mayvilleny.gov
- Acceptable payment methods:
 - In person: Cash or check
 - Online: Debit card, credit card, or e-check
- Facility keys will be released only after full payment has been received.

Fee Exemptions

The following users are exempt from rental fees unless otherwise directed by Village resolution:

- Village-sponsored public events.
 - Public 501(c)(3) charitable organizations
 - Public non-profit youth organizations
 - Government agencies, including schools and fire departments, for agency-related functions.
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Bathroom Facilities

- Carlson Community Center restrooms are open to the public daily from dawn until dusk.
 - Permitted facility use includes access to publicly shared bathroom facilities.
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Prohibited Activities

- Possession or consumption of alcoholic beverages is prohibited in all facilities.
 - Smoking, fires, fireworks, and pyrotechnics are not permitted.
 - Bounce houses, rides, or similar equipment are prohibited.
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User Responsibility & Conduct

- The permitted user assumes full responsibility for all attendees.
 - The user shall be financially responsible for any damage to Village property.
 - Any costs of repairs will be billed on a time-and-materials basis.
 - Organizations with participants under 18 years of age must provide continuous adult supervision.
 - Vulgar language and lewd behavior will not be tolerated.
 - All local, state, and federal laws must be followed.
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Incident Reporting

Any unusual incidents must be reported promptly to the Village Clerk's Office, including:

- Property damage
 - Accidents
 - Injuries
 - Emergencies involving EMS.
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Use Restrictions

- No nails, tacks, pins, or tape may be attached to walls or woodwork.
 - Tables and chairs must remain inside buildings.
 - Music or amplified sound must be maintained at a reasonable level.
 - Swimming in Chautauqua Lake is permitted only when lifeguards are on duty.
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Cleanup & Key Return

- All reserved facilities must be cleaned by the permitted user.
 - Garbage must be bagged and placed in the locked wooden garbage bins at each facility, with the exception of the Community Building. At the Community Building, all bagged garbage should be placed in the cans provided located at the bottom of the back stairwell.
 - Facilities must be secured and locked after use.
 - Keys must be returned to the Village of Mayville Clerk's Office. They can be dropped off in the night box in front of the building, or they can be returned during normal business hours.
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Park Use During Reserved Events

- Reservations provide exclusive use only of the reserved facility.
 - All other park areas remain open to the public.
 - All activities must be confined to the reserved space.
 - Playgrounds, courts, and fields remain open for general use.
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Village Contact Information

- **Public Works Superintendent:** — 716-269-4801
- **Village Clerk's Office:** — 716-753-2125