

Shelter Rental Policies & Procedures

The following policies and procedures are in place for the day of your rental. These are in place to provide you with a positive experience while maintaining standards of cleanliness, respect and safety for you as well as others in the park.

Shelter rentals will be accepted by Peters Township Residents up to six months prior to the rental date and two months prior for non-residents. Shelter Request form and payment in full are due at the time of request.

Rentals are taken on a first come first serve basis (based on the acceptance time frame depending on residency). Shelters will not be held until the request form and full payment are received.

The primary applicant on the reservation must provide current contact information including address and phone number. Applicant must be solely responsible for supervision of the rental. Identification verification may be required. Once an application is approved, a copy will be provided to the applicant. The applicant should have that form present with them during the rental. The applicant cannot assign, transfer, or sublet the use of the Park Shelter to others. Any violations will result in the forfeiture of your reservation and any fees paid. If discrepancies or violations are discovered, Peters Township reserves the right to deny a request.

Certificate of Insurance

A certificate of insurance is required for rentals by businesses or organizations. The certificate of insurance must be submitted to the Parks and Recreation Department no less than 14 days prior to the rental date.

Cancellations and refunds

In case of a cancellation, the party shall notify the Parks and Recreation Department. Cancellations made more than fourteen days prior to the date will receive a refund, minus a \$5 processing fee. There will be **NO** refunds for cancellations made fourteen days or less prior to the date.

Request Times

Shelters are rented on daily increments from dawn until dusk. You may only use time approved on your request form. You must be cleaned up and out of the park before dark.

Alcohol

Alcohol (beer and wine only) is allowed in specified shelters **only with an approved Alcohol Permit** through the Parks and Recreation Department but must be approved no later than three (3) days prior to the rental. Alcohol must remain in the shelter area and not exceed a 20 foot radius around the shelter. Alcohol sales are not permitted.

Decorations

At the conclusion of your rental, your group is required to return the shelter to the original condition. It is prohibited to use pins, tacks, nails, staples, staple guns, glue/adhesives, confetti, glitter or other similar items. Applicant will be charged for any damage caused by any of the previously mentioned methods. Use of blue painters tape (or the like), string, or free standing decorations are permitted, all must be removed at the conclusion of the rental.

Signs

No signs or advertisements are permitted.

Fires

Fires are limited to the designated grill areas only. Never use the park's natural wood, you are required to bring your own fuel (briquettes, etc.). Please make sure fire and coals are extinguished completely before the end of your rental. When available please use the hot ash boxes when cleaning the grills.



Catering and Vendors

Catering and other Vendors must be limited to serving only the private group and or party associated with the shelter reservation, within the parameter of the shelter structure. No person or business shall solicit in any manner or for any purpose, sell or offer for sale, any food, goods, merchandise in any park or facility. Because there is no safe designated location to park food trucks or trailers in close enough proximity to the shelters to be accessed by guests, they are **not** permitted. Catering and serving must be done within the shelter structure. A certificate of insurance for the business must be submitted to the Parks and Recreation as described under the Certificate of Insurance requirement.

Tents

A small 10'x10' tent may be permitted if advanced approval is granted on request form. Tents must be set-up and removed during approved rental period. Tents must be free standing or weighted with sand bags, staking tents into the ground is not permitted.

Inflatables

Inflatables and other types of rental equipment are not permitted.

Water

Water is available in the restroom sinks. There is a spigot in both the men's and women's restroom near shelter 1. Shelter 1 in Peterswood Park and Shelters A, B and C in Rolling Hills Park have sinks in the shelter. There are drinking fountains at Shelters 2 and 3 in Peterswood Park and located at the restroom buildings. If rentals are scheduled early or late in the season when the threat of freezing pipes is a concern, water access may not be available.

Animals

Pets are permitted but must be leashed and cleaned up after. No petting zoos or other animals permitted.

Personal Conduct

It is the responsibility of the rental designee to make sure all guests are respectful of others and the park, no disorderly conduct or inappropriate behavior. No loud speakers permitted. Music is permitted, however the sound must be contained to the shelter area.

Clean-Up

The area you reserved must be cleaned up and left in the original condition. All park facilities and grounds should be left undamaged. If necessary charges will be assessed for any clean-up or repairs exceeding normal use.

At the conclusion of your rental, your group is required to return the shelter to the original condition including:

- Placing all waste material in the trash receptacles located adjacent to each shelter.
- Returning all tables to the original configuration.
- Removing any hangings, decorations, tablecloths, etc.
- General cleaning of any spills or soiled areas, including grills.

Trash

Each shelter is equipped with reasonable trash receptacles to accommodate the needs of most groups. If your group generates more waste than can be safely and neatly stored in the receptacles provided, please be prepared to bag excess trash and leave next to the existing containers for removal. You should bring extra trash bags with you in case the cans provided are not sufficient for your party.

Parking

Parking in designated areas only. Grass or roadside parking is subject to citations and fines. Handicap parking is available at all parks.

All areas of the park remain open during your rental. Other activities, sporting events, and parking congestion may occur. Please be aware that there is limited parking available at some Parks. Rental groups and Permit Holders may not reserve, hold, or intentionally block parking spaces for any amount of time; all parking is on a first come, first serve basis.

Our parks staff will assess the final condition of the shelter and surrounding areas at the conclusion of your event, noting that public use may also have occurred. Any extreme issues may result in assessed fees or future rental restrictions. We hope your event is a success and you enjoy our parks!