

## **RULES AND REGULATIONS FOR THE USE OF PERRYSBURG PARK SHELTER HOUSE** **(Effective: September 1, 2009, revised January 29, 2018)**

The City of Perrysburg has adopted the following regulations governing the use of the Perrysburg City Park Shelter Houses. The shelter houses were built for the enjoyment of Perrysburg citizens of all ages and their guests, and these rules and regulations are not designed to discourage their use or to lessen the pleasure of those using them, but rather to ensure that all citizens will find them pleasant buildings and will not be denied full enjoyment because of a few careless and thoughtless individuals.

### **1. RESERVATIONS**

- a. Reservations may be made at the Department of Public Service, 11980 Roachton Road from 7:00 a.m. to 3:30 p.m., Monday through Friday. Reservations are accepted one year in advance by the month. As an example, if you would like to reserve a shelter for a date in September 2010, you could make a reservation any time after September 1, 2009.
- b. Forms are provided for making reservations and must be completed and signed by the person in charge (or person responsible for the group) using the shelter, and approved by the Director of Public Service. You can download the form from the City website at [www.ci.perrysburg.oh.us](http://www.ci.perrysburg.oh.us) or stop in at the Department of Public Service (11980 Roachton Road) and fill one out.

### **2. RENTAL FEES & SECURITY DEPOSIT**

- a. All groups using the shelters shall pay, in addition to the required security deposit, a rental fee in accordance with the following:

City Residents or Community Social Groups	Non-Residents or Non-Community Groups
\$50 rental fee	\$75 rental fee
<u>\$25 security deposit</u>	<u>\$25 security deposit</u>
\$75 total fee	\$100 total fee

- b. A security deposit in the amount of \$25 shall be required of every group using a shelter to cover the cost of damage and/or excessive cleaning. Said deposit is due at the same time the rental fee is paid and the application form turned in. The security deposit will be returned in full, if inspection reveals that the shelter is left in good condition, if the shelter is not left in good condition, then the reasonable cost of restoring it to good condition shall be deducted from the deposit and the balance, if any, will be returned; if the deposit is not sufficient to restore the shelter to good condition, then the group using the shelter shall be liable for the balance and shall be denied use of all city facilities until the claim is satisfied.
- c. The rental fee and security deposit must both be paid at the time the application is received in order to hold the reservation. Payment by cash or personal checks only. Said rental fee shall be forfeited if the reservation is cancelled but the security deposit will be returned.

### **3. HOURS OF OPERATION**

- a. The park shelters are available during normal park hours (dawn to dusk).

### **4. DECORATIONS AND EQUIPMENT**

- a. Please refrain from using staples, thumbtacks and nails. Use tape to secure table covering.
- b. Grills: 2 at Woodlands; 3 at Three Meadows; 2 at Rivercrest
- c. Picnic Tables: 10 at Woodlands; 7 at Three Meadows; 8 at Rivercrest
- d. Electric Outlets: 3 at Woodlands; 1 at Three Meadows; 7 at Rivercrest

## **5. CLEAN UP**

- a. Each group using the shelters is expected to perform a reasonable clean-up before they leave. Minimum clean up shall consist of:
  - i. Removal of all food and beverages from premises.
  - ii. Picking up and placing of all trash and debris in outside containers provided for this purpose.
  - iii. Cleaning up of any liquids or foods which may have been spilled on floors, counters, etc.
  - iv. Removal of all decorations, equipment, etc.
  - v. Sweeping of shelter floor.

## **6. ALCOHOLIC BEVERAGES**

- a. No alcoholic beverages are permitted in the park at any time.

## **7. NOISE**

- a. No excessive noise or offensive noise that is disturbing to other park users is permitted.

## **8. SHELTER INSPECTION**

- a. The shelter will be inspected by City personnel after each use. Please note the condition of the shelter when you enter, and if any unusual condition is evident, please contact the City immediately; otherwise your group will be held responsible.
- b. If a problem arises during business hours (Monday through Friday 7:00 a.m. - 3:30 p.m.) contact the Department of Public Service at 419-872-8020. After hours or weekends, contact the Police Dispatcher at 419-872-8001.

## **9. CONDUCT**

- a. The shelters are provided for the enjoyment of the citizens of Perrysburg and their guests; however, any conduct which infringes upon the rights of others, is potentially harmful to the facilities, or is otherwise not in good taste, will not be tolerated. Failure to abide by these rules of conduct will be grounds for causing the shelter to be vacated and future use to be denied.

## **10. PARKING**

- a. Parking is permitted in any area provided for this purpose. There is no driving on the walking path or parking in the grass.

Please realize that these rules and regulations are for the benefit of all users and request your compliance.

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**CITY OF PERRYSBURG PARK SHELTER RESERVATION AND AGREEMENT**

Rivercrest

Rotary

Three Meadows

Woodlands

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Organization \_\_\_\_\_

Reservation date and hours \_\_\_\_\_

The shelter user hereby acknowledges receipt of the use regulations for the shelter to be rented and agrees to comply with said regulations which are hereby made part of this agreement.

\_\_\_\_\_  
Shelter user's authorized signature (title, if applicable) \_\_\_\_\_ Date \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Rental Fee \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_

Cash \_\_\_\_\_ or Check \_\_\_\_\_ Check No. \_\_\_\_\_ Total Amount Received \$ \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Director of Public Service

**AFTER USE INSPECTION**

Shelter condition after use, inspected by \_\_\_\_\_

Date and time of inspection \_\_\_\_\_ Condition acceptable Yes \_\_\_\_\_ No \_\_\_\_\_

If not acceptable, reason \_\_\_\_\_

Security deposit refund approved Yes \_\_\_\_\_ No \_\_\_\_\_ Account number 110-1761-56070

Date \_\_\_\_\_ Signature \_\_\_\_\_  
Director of Public Service