



**City of Perrysburg
 Department of Public Service
 11980 Roachton Road
 Perrysburg, Ohio 43551-2002**

RULES AND REGULATIONS FOR THE USE OF PERRYSBURG PARK SHELTER HOUSE
 (effective September 1, 2009 revised 1.29.18)

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 AM to 3:30 PM, 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 anytime after September 1, 2009.
- b) Forms are provided for making reservations and must be completed and signed by the person in charge and 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 or stop in at the Department of Public Service (11980 Roachton Road) and fill one out.

2) Rental Fee and 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-Resident or Non-Community Groups
\$50 Rental Fee	\$75 Rental Fee
\$25 Security Deposit	\$25 Security Deposit
\$ 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 cleanup shall consist of:
 - i) Removal of all food and beverages from the premises.
 - ii) Picking up and placing all trash and debris in containers provided for this purpose.
 - iii) Cleaning up of any liquids or foods which may have been spilled on floors, tables, etc.
 - iv) Removal of all decorations and tape, 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 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 AM – 3:30 PM) 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. We respectfully ask your compliance in detail with each of them.



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PARK SHELTER RESERVATION AND AGREEMENT

____ Rivercrest

____ Three Meadows

____ Woodlands

Name _____ Phone number _____

Address _____

Organization/Name of Event _____

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

OFFICE USE ONLY

Agreement number _____

Rental fee \$ _____

Security deposit \$ _____

Approved: _____

Director of Public Service

Date

Shelter condition after use, inspected by _____

Date and time of inspection _____ Condition acceptable Yes _____ No _____

If not acceptable, reason _____

Security deposit refund approved _____

Date

Account number 110-1761-56070 _____

Director of Public Service