



SHELTER HOUSE POLICIES AND PROCEDURES - 2015

Windsor and Gantz parks feature shelters large enough for family and company gatherings. Windsor Park has one large shelter house and Gantz Park has a gazebo, one large and one small shelter house available for rent. Shelters are available to the public year-round, dawn to dusk, and are open to use if not already reserved. The four-season Eagle Pavilion in Fryer Park and the shelter in the Big Splash have separate policies and procedures. All other shelters and gazebos including the small shelter at Windsor Park are accessible on a first-come basis and cannot be reserved.

Reservations are offered on a first-come basis starting Tuesday, Jan. 20 and may be reserved in either or both of two time slots: 11 a.m. to 3 p.m. and 4 to 8 p.m. The cost to rent the Gantz Park large shelter is \$50 per time slot (\$65 for non-residents). All other shelters or gazebos are \$40 per time slot (\$55 for non-residents). A \$25 refundable deposit is required to turn on the electricity. All fees are subject to change.

Inclement Weather/Acts of Nature/Malfunctions

The Grove City Parks and Recreation Department does not assume responsibility for inclement weather conditions, acts of nature or other malfunctions out of the City's control including, but not limited to, loss of electricity or animal nuisances. Refund requests are not honored for these types of conditions prior to or after an event.

Proof of Rental/Rental Documentation

All persons renting a shelter house receive a document detailing the date and time of rental (i.e. the receipt). Carefully review this document to ensure the times and dates are accurate. A list of rentals for the week is posted in a prominent location in the shelter; occasionally reservations made late on a Friday may not be included on the list, but the receipt will serve as confirmation.

Permit Enforcement

Your document and the posted list serve as proof of reservation. The shelters are open to public use when not otherwise reserved, so it is possible others may be using the structure when you arrive. Renters have precedence over drop-in users who are required to vacate for your rental period; most will comply with a polite request. **If drop-in users refuse to vacate the shelter, call the Grove City Police non-emergency number, 614-277-1710, to request assistance from an officer.** The Parks and Recreation Department has arranged enforcement with the police, so they are prepared to help.

Condition of Shelter

Shelter houses are cleaned every day early in the morning. The Grove City Parks and Recreation Department cannot guarantee cleanliness at all times since parks are open to the public. It is recommended that users bring cleaning supplies and trash bags with them in case conditions are not favorable. So that all may enjoy, please leave the shelter and surrounding areas in the same or better condition than you found them.

Refunds

Once a reservation is made, a refund is only available **30 or more days before the date reserved.** All requests for refund must be made in writing. Refund requests made less than 30 days before the reservation date are not honored.

Trash and Recycling

Trash and recycling containers are provided at all shelter houses, except the Gantz Gazebo. Please place all refuse in the appropriate containers, ensuring recyclable items are not grouped with the trash including aluminum, plastic, tin cans, paper and cardboard. If the recycling containers are full, bag recyclables using clear bags and place them next to the specially marked containers.

Keys (Electricity/Lights)

Electricity, including lights, can be turned on in the shelter using a key. Pick up a shelter key at City Hall, 4035 Broadway, Monday through Friday, between 8 a.m. and 5 p.m. A \$25 refundable deposit is required at pickup. Pick up no earlier than three business days before your event or on Friday if your event is Sunday. The key must be returned within three business days after your event or you may surrender your deposit. Keys also can be returned to the drop box behind City Hall.

Restrooms

The large shelter at Gantz Park (nearest the playground area) has attached restrooms for use by all park visitors from 8 a.m. to 9 p.m. All other shelter houses have portable restroom facilities. Paper products are supplied in the restrooms.