



## Grove City Parks & Recreation

Kingston Center, 3226 Kingston Ave., Grove City, Ohio 43123  
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### 2021 SHELTER HOUSE POLICIES AND PROCEDURES

Windsor and Gantz parks feature shelters large enough for family and company gatherings. Windsor Park has two large shelter houses 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 has 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.

Please note: shelters are at reduced capacity until further notice due to community health issues.

Reservations for dates in April through December 2021 are offered on a first-come basis starting Tuesday, Jan. 19, 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 \$55 per time slot, \$70 for non-residents. Other reservable shelters or gazebos are \$45 per time slot, \$60 for non-residents. To turn on the electricity, shelter renters can pick up a key for a \$25 refundable deposit. 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 (e.g., temperature, wind or precipitation), 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 situations prior to or after an event.**

#### **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.

#### **Keys (Electricity/Lights)**

Electricity, including lights, can be turned on in the shelter using a key. Pick up a shelter key at the Kingston Center, 3226 Kingston Ave., Monday through Friday, between 8 a.m. and 4:30 p.m. A \$25 refundable deposit is required at pickup. Pick up a key no earlier than three business days before your event and return it within three business days afterward so it can be used by other patrons. Keys can be returned to the drop box behind the Kingston Center at any time or to the office during business hours. Failure to return keys will result in the surrender of your deposit.

#### **Proof of Rental/Rental Documentation**

All persons renting a shelter house receive a receipt documenting the date and time of rental. **Carefully review this document to ensure the times and dates are accurate.** A list of rentals for the week is posted at the shelter; occasionally reservations made late on a Friday may not appear on the list, but the receipt serves as confirmation.

#### **Permit Enforcement**

Your receipt 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.

## **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. This restroom is closed seasonally Oct. 15 through April 15 due to the risk of pipes freezing. All other shelter houses have portable restroom facilities. Rental of a shelter does not reserve the restrooms for the exclusive use of the renters; they remain open for general usage.

## **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 in case conditions are not favorable. Refunds are not granted for shelter conditions.

Please be respectful of others who have rented the shelter. Renters are responsible for leaving the shelter and surrounding areas in the same or better condition than they found them. **Renters leaving the shelters or gazebo with messes may be assessed a cleanup fee and possible loss of privilege to use Grove City facilities in the future.**

## **Trash and Recycling**

Trash and recycling containers are provided at all shelter houses. Please place all refuse in the appropriate containers, ensuring recyclable items (i.e., aluminum and steel cans, plastic bottles, paper and cardboard) are not grouped with the trash. If recycling containers are full, bag recyclables using clear bags and place them next to the specially marked containers. All trash must be completely contained in appropriate receptacles.

## **Non-reservable Shelters/Gazebos**

Grove City offers a number of shelters and gazebos suitable for smaller gatherings available on a first-come, first-served basis. Visit these parks for walk-up usage: Blodwen, Concord Lakes, Creed Lawless, Creekside, Indian Trails, Keller Farms, Meadowgrove, Scioto Meadows, Swearingen, Westgrove and Windsor. Locations for these parks can be found at [GroveCityOhio.gov](http://GroveCityOhio.gov).

## **General Rules**

Renters and their guests are required to adhere to all park rules and regulations (Chapter 903 of the Grove City Codified Ordinances) including, but not limited to:

- No drugs or alcoholic beverages or persons under the influence are permitted.
- All city parks and facilities are tobacco free, including use of cigarettes, cigars, vaping devices/e-cigarettes and pipes.
- Fake rose petals, rice, confetti, glitter, water balloons, raw eggs and the release of helium balloons are prohibited. These items create litter and can be harmful to wildlife.
- All decorations and signage must be removed by the end of reservation time.
- Radios, musical instruments, etc., should only be audible in the immediate area and should be acceptable for families and not disturbing to others in and around the park.
- No insertion of stakes or spikes or other digging of the grounds is permitted.
- No installation of inflatables, bounce houses or similar apparatus on park grounds.