



## **SHELTER RESERVATION RULES & REGULATIONS:**

**Picnic Shelter Cancellation(s)/Refund** - To obtain a refund for a shelter reservation cancellation, the cancellation notice must be made 30 days prior to reserved date. This is to facilitate the re-rental of the shelter. No refunds will be provided for picnic shelter cancellation(s) made less than 30 days before the reserved date. No refunds will be provided for inclement weather (i.e. raining/not sunny).

**Picnic Shelter Reservation Times** - Only 1 reservation per shelter at any park site is made per day. Shelters are reserved to participants from 8 a.m. until 8 p.m. Parks Division staff will have shelters cleaned and serviced no later than 9:00 am on weekdays and 9:30 am on weekends. As a courtesy to renters, power and lights will remain on until 8:30 pm for cleanup and loading purposes. At 8:30 pm the power and lights will automatically turn off.

### **Picnic Shelter Capacity and Locations:**

**McIntire Park** (1360 Rugby Avenue, Charlottesville, VA 22902) - McIntire Park provides one (1) shelter facility for public rental. The shelter at McIntire Park is provided with a small parking area of approximately 10 spaces for use by shelter participants:

Shelter #2 is located in front of the Little League ball field closest to the bridge leading to Charlottesville High School and can hold 70 people.

**Pen Park** (located at 1300 Pen Park Rd, Charlottesville, VA 22901) - The maximum capacity of each shelter is 80 people. Pen Park provides three (3) shelter facilities for public rental. Shelters 1, 2 and 3 are situated in a row attached to each other and separated by a wall between each. Refer to the below locations by number. A parking lot is provided for shelter and park participants directly across the picnic shelters. Each shelter has two reserved places for ease in loading and unloading.

Shelter #1 is located closest to the park entrance drive.

Shelter #2 is located in the middle of #1 and #3.

Shelter #3 is located closest to the volleyball field.

**Forest Hills Park** (located at 1000 Forest Hills Park Avenue, Charlottesville, VA 22903)  
- The maximum capacity for the upper shelter is 60 people. There is no water and no electricity provided at this shelter. Grills are not provided at this shelter. Personal gas grills are permitted. Only the elevated shelter which is located closest to the intersection of Forest Hills Park Avenue and Forest Ridge Road is available for rental. On-street parking is available around the park.

*Important Note: The rental of the picnic shelter at Forest Hills does not ensure implicitly or explicitly that the splash pad will be operational during the rental period.*

**All Picnic Shelter Participants** are requested to place trash in trashcans. We request and appreciate the cooperation of shelter participants by making sure the shelters are left clean. If you have taped or stapled decorations to the shelter please remove and dispose of these items. Park staff will clean and prepare shelters for rentals by 9:00 am on weekdays and 9:30 am on weekends.

#### **ALCOHOL:**

- Beer/Alcohol consumption is only permitted under the shelter. *City Code – Sec 17-37(b)*
- Alcohol beverages are not allowed outside of the shelter. *City Code – Sec 17 – 37(a)*

#### **MUSIC:**

LOUD OR AMPLIFIED MUSIC IS NOT ALLOWED IN CITY PARKS (which includes not allowed in picnic shelters (*City Code – Sec 16 – Noise Control*)). Renters that do not comply with this requirement will be asked to vacate the shelter with no refunds being issued.

#### **TENTS, INFLATABLES AND BOUNCE HOUSES:**

All inflatables and bounce houses require a permit issued through the City of Charlottesville. Permits are also required for tents larger than 400 square feet.

For more information about permits and to submit online, please visit: [Neighborhood Development Services | Charlottesville, VA](#)

#### **Picnic Shelter Amenities and Restrictions -**

*Use of Baseball and Softball Fields* are only provided by approval from the Parks & Recreation Administration Office-Athletics Manager. Requests for use of baseball or softball fields must be submitted in writing using a P&R Facility Use Form. Requests will be reviewed on a first-come, first-serve basis.

Little League Fields are reserved exclusively for Little League games.

During the Picnic Shelter Rental Reservation Process, renters requesting the placement of extraneous equipment (moon bounce and other carnival type activities) on park grounds provided by a 3rd party vendor will require proof of insurance by the 3rd party vendor providing such equipment. The 3rd party vendor shall provide a current certificate of insurance indicating at least \$1 million in general liability and completed operations coverage and a certificate of workers' compensation coverage, if applicable. Said insurance shall name the City of Charlottesville (including its officers, officials, employees and agents) as an additional insured party to the insurance contract. A copy of said documents must be provided to the Parks & Recreation Administration Office 10 days before the actual date of the shelter reservation. To expedite receipt of the required coverage all documents can be faxed to the administration office at (434) 970-3596. Please include the name of the rental party, picnic shelter location and date of the reservation.

Charcoal Grills are provided in McIntire Park and Pen Park shelters. There is no grill at Forest Hills Park. A fireplace without grates is furnished in each shelter at McIntire Park and Pen Park. Shelter participants are requested to remove ashes from grills. Personal Gas Grills are permitted, personal charcoal grills or smokers are not permitted.

Picnic tables are provide in each shelter and anchored to the floor. Please do not move picnic tables from one shelter to another.

Electrical Service – The electrical service on the picnic shelters is equivalent to the service in your home. The electrical service will support common household equipment such as crock pots, roasters and grills provided that one unit is user per outlet. There is no restriction on the use of lower voltage items such as lights, chargers or electrical devices.

The electrical service does not have the capacity to provide sufficient power to operate commercial equipment such as hot dog cookers, cotton candy or popcorn poppers. These units will, in most cases, trip the breakers. These outlets also do not have the capacity to power commercial recreational equipment such as inflatable moon bounces or bounce houses. If you desire to use such equipment you must utilize generators. Local equipment rental agencies have “quiet” generators available at reasonable rates.

A fee of \$50.00 will be charged per occurrence if staff is required to come out and reset the breakers due to a power overload.

#### **EMERGENCY SITUATIONS:**

After-Hours Emergency Assistance - In the event of a power failure in the electrical outlets provided in the shelters, please call the City's emergency telephone number (970-3800) or 989-9114 for assistance. There is a service charge if the failure is the result of inappropriate use (see electrical service). Please remember that power and lights will

remain on until 8:30 pm for cleanup and loading purposes. At 8:30 pm the power and lights will automatically turn off.

**In the event of fire or medical or other emergencies, please call 911.**

VANDALISM is an existing problem in our parks and picnic shelters. We request the cooperation of all park patrons should any act of vandalism in progress is witnessed by individuals, please call 911 immediately. Anonymous calls are accepted. Your help in reporting acts of vandalism in our community parks will help preserve our parks and picnic areas.