



RICHMOND PARKS & RECREATION
FACILITY RENTAL AND USE

SHELTERS:

FAMILY, CIVIC, SOCIAL, PROFESSIONAL AND OTHER GROUPS MAY RESERVE SHELTER HOUSES FOR OUTINGS AS FOLLOWS:

1. Groups are required to complete a reservation request form at the Park Administrative Office.
2. No more than one group may reserve the same shelter at any park on the same day.
Reservations may be made up to but no more than one year in advance.
Groups holding annual reunion or meetings may reserve the comparable date and location for the following year by making reservations within 2 business days following the annual reunion or meeting.
3. The Director of Parks and Recreation shall be responsible for making decisions regarding the acceptance of reservation requests and the assigning of park areas in keeping with the following factors: other planned use of facilities, size of groups, condition of park grounds and availability of parking space.
4. The use and location of tents and other special apparatus shall be approved by the Director of Parks and Recreation.
5. Groups using the park facilities shall be responsible for any damage to turf areas or park facilities.
6. No alcoholic beverages will be allowed in park facilities.
7. All persons utilizing the Irvine-McDowell Park for recreational purposes may park without charge in the lot located off Crabbe Street. Persons reserving the shelter or using the playground area must park in the Crabbe Street Lot. All violators are subject to be towed.
8. Parking in the grass is not permitted.
9. Persons violating the above mentioned rules will lose their holding privilege and any ability to reserve facilities in the future.
10. The Parks Maintenance Staff cleans shelters and bathrooms on Saturdays and Sundays from 7:00 A.M. until 11:00 A.M. This gives us just enough time to clean all park shelters.
11. The group and its individual members shall indemnify and hold harmless the City of Richmond, Kentucky from any and all claims and demands of every kind and description arising from or associated with the use by the group and its members of the park facilities.
12. Fees are non-refundable and must be paid no later than one week before the reservation date.
13. Although the Parks and Recreation Department strives for excellence in presenting a clean and friendly environment in our shelters/restrooms and parks, vandalism, theft, and graffiti can occur anytime. Therefore, if you find these types of conditions, please realize that this is a maintenance issue that sometimes goes beyond our control and could occur overnight or anytime the shelter has been vacated. In addition, although we only reserve the shelter once a day, there could be a chance that it is not clean when you arrive and that could be due to someone using it while it is vacated; this too is beyond our control.

***NOTE: There has been an increase in facility theft. If restroom theft occurs, you might need to provide your own toilet tissue/soap/paper towels. This is a situation that sometimes occurs when parks employees are not on duty. Also, sometimes the trashcans get overloaded, so we could recommend and appreciate if you would bring some extra trash bags, in case of need.**

If you encounter a problem with someone already in your reserved shelter, you can look for a police security vehicle or call Police Dispatch at 624-4776 and tell them you need someone to come help you with a reservation situation.