

Picnic Shelter - CONDITIONS OF PERMIT

Use of City Property and/or Facilities is subject to all pertinent State Laws, City Ordinances and Health Department Regulations, etc.

1. All proceedings shall be orderly and may not interfere with the use and enjoyment of other park areas by others.
2. The holder of this permit will be responsible for damages to persons or property resulting from this issuance.
3. The City and its officers shall be freed from any liability for damages to persons or property resulting from this issuance.
4. All litter and debris shall be cleaned up and placed in proper receptacles.
5. Alcoholic beverages ARE NOT PERMITTED on City property.
6. An approved reservation for a specific facility DOES NOT give the group exclusive access or special privilege to any other facility.
7. Any group not complying with the policies of this reservation or of the Department will be denied future reservations.
8. Reservations for any facility will be limited to the hours of 8 A.M. to Dusk.
9. This permit is non-transferable.
10. **Canceling Rentals - More than 4 weeks in advance: 10% processing fee if check requested or full refund if money is posted to Parks and Recreation account. Canceling 4 weeks prior to rental date: 25% withheld, 3 weeks prior: 50% withheld, 2 weeks prior: 75% withheld. Less than 2 weeks: no refund will be offered.**

COST

Resident Group Function \$25.00/shelter

Residents are those living the city limits, not the Township or Reminderville. Shelter reservation may be submitted the first business day of the new year. Reservations must be in person and "proof of residency" must be shown.

Non-Resident Group Function \$75.00 /shelter

Non-residents are those who live outside the city limits, including the Township and Reminderville.

Non-residents may reserve 60 days in advance

SHELTERS AVAILABLE TO RENT

Glenn Chamberlin Picnic Shelter #1 - Center shelter next to bathrooms

Glenn Chamberlin Picnic Shelter #2 - Shelter near parking lot and Safety Town

Glenn Chamberlin Picnic Shelter #3 - Octagon shelter in back of park

E. Idlewood Picnic Shelter - Shelter at East Idlewood Park over bridge

Glenmeadow Picnic Shelter - Shelter at the back of Glenmeadow Park

EXEMPTED GROUPS

Non-profit groups with addresses in the City of Twinsburg (no PO Boxes). Examples may include: area youth or senior citizens such as Twinsburg School Groups, Twinsburg Senior Citizen Groups, Twinsburg Church Groups and groups such as Youth Baseball, Softball, Football, Basketball, Wrestling, Boy and Girl Scouts, AS APPROVED BY THE MAYOR.

GENERAL INFORMATION

Unless otherwise directed by the Mayor or Parks and Recreation Director:

1. Maximum group size per shelter should not exceed 100 people.
2. Numbers of picnic tables cannot be guaranteed.
3. Grills are permitted to be used by adults only.
4. Loud music will not be tolerated.
5. All cars must be parked in the parking lot, NOT next to the shelter.
6. ***Shelters are open rain or shine and therefore NO refunds will be given for rain outs!***

Twinsburg Community Center
ROOM RENTAL RULES AND REGULATIONS

1. Rental Fees – Rates based on 3 hours of use. Resident groups may make reservations up to 3 months in advance. Non-resident groups may make reservations 1 month in advance.
2. Upon arrival you will be required to leave your driver's license with the facility attendant. It will be returned to you at the conclusion of your rental after clean up responsibilities are met and any overages are paid in full. Renters who arrive earlier or stay later than the specified time on their contract will be charged double the normal hourly rate (\$20 per hour-Craft Room; \$60 per hour-Multi Purpose Room).

Canceling Rentals – More than 4 weeks in advance: 10% processing fee if check requested or full refund if money is posted as credit on Parks and Recreation account. Canceling 4 weeks prior to rental date: 25% withheld, 3 weeks prior: 50% withheld, 2 weeks prior: 75% withheld. Less than 2 weeks: no refund will be offered.

1. Twinsburg Parks & Recreation will set up tables and chairs prior to your event for all paid rentals, provided floor plans (table and chair layout) are supplied 7 business days prior to rental date. The kitchen will be shared if the Craft Room and Multi Purpose room are rented on the same day.
2. Approved rental agreements are for specific dates and times. The renting organization/person shall not arrive before agreed time and shall leave the premises at the departure time. Rental times include set-up and clean-up.
3. Clean up responsibilities of the renter include:
 - a. Removal of all decorations, including tape from windows, doors, tables, etc.
 - b. Tables and chairs wiped clean.
 - c. All debris picked up and swept from floor and all spills wiped up.
 - d. All garbage consolidated and tied up in trash bags and/or containers and left in the room.
 - e. Remove any remaining food from refrigerator and/or ice machine.
 - f. Stove and kitchen area must be cleaned and returned to the same condition as found.**** Failure to meet this criteria will result in additional cleaning charges.**
4. All items brought in by the renter or contracted services must be out of the building by the end of the rental period.
5. SMOKING IS NOT PERMITTED anywhere in the Community Center, Senior Center or Fitness Center.
6. ALCOHOLIC BEVERAGES ARE NOT PERMITTED on city property.
7. Profanity and unruly or abusive language or behavior will not be tolerated.
8. A security guard may be required for some rentals (type of event, number of guests, etc.). If deemed necessary by the City, it is the renter's responsibility to make appropriate arrangements with the Twinsburg Police Department.
9. CANDLES may be used for decoration ONLY, and are NOT to be lit, per city fire code.
10. Use of GLITTER and CONFETTI must be used in moderation and for decoration purposes.
11. All helium balloons must be weighted down at all times.
12. Punch or drinks with staining abilities are not permitted on the carpeted areas.
13. The organization/individual using the facility may be required to have insurance for the event/program naming the City of Twinsburg as additional insured.