



**CITY OF ROYAL OAK
DEPARTMENT OF RECREATION AND PUBLIC SERVICE**

PARK SHELTER RESERVATION/RENTAL POLICY

Shelter Hours of Operation:

April 1 through October 31

		Weekdays		Weekends/Holidays		
		<u>Res.</u>	<u>Non-Res.</u>	<u>Res.</u>	<u>Non-Res.</u>	
<u>Rental Time Slot:</u> 10am–2pm OR 3pm–7pm	}	Large Shelter-Normandy	\$125	\$175	\$150	\$200
		Large Shelter-Memorial	\$75	\$100	\$100	\$125
		Large Shelter-Starr/VFW	\$50	\$65	\$80	\$95
		Small Shelter-Lawson	\$50	\$65	\$80	\$95
		Small Shelter-Starr	\$30	\$45	\$40	\$50

What’s included:

1. Large shelter at Memorial has the equivalent of 12 picnic tables. Large shelters at Starr/JC & VFW have the equivalent of 10 picnic tables. Large Shelter at Normandy Oaks has the equivalent of 8 picnic tables. Small shelters have the equivalent of 4 picnic tables.
2. Restroom facilities are available. (VFW restroom is located on the east side outside wall of the Salter Community Center. Memorial Park bathrooms are at the top of hill near ball fields. Lawson Park has a Porta Potty)

Rules Governing Picnic Shelter Usage:

1. Food trucks, bounce houses, or any 3rd party vendor of that nature are not allowed under the terms of a Park Shelter Permit. To have these at your event, you must apply for a special event permit 30days prior to your event. Special event permitting is operated through the City Clerk’s Office.
2. Permits are only good for date and time shown (there are no rain dates.)
3. Permit must be retained at all times by group user and presented to City employee upon request.
4. Refunds are granted up to two (2) weeks prior to date reserved less \$10. There are no refunds given due to rain or poor weather conditions.

The Normandy Oaks Pavilion rental is not tied to the splash pad. No refund will be given if the splash pad is closed.

5. Groups are responsible for leaving shelter area clean and orderly.
6. Loudspeakers or amplification of loud music is prohibited.
7. Pony rides are not allowed.
8. Solicitation of funds and gambling are not permitted.
9. **Alcoholic beverages are not permitted.**
10. Rental groups are responsible for all equipment, valuables, and clothing left in the park shelter.
11. Rental groups must assume all responsibility in case of accident or injuries to persons during rental.
12. Rental groups shall agree to pay for all damages and losses that might occur to the premises being rented.
13. No alterations or additions shall be made in or to the premises; no holes shall be made or drilled in any part of the structure for any purpose.
14. **There is no electricity available.**
15. ***Vehicles must be parked in legal parking areas. There is no parking allowed on the park grounds.***

Procedures For Reserving Park Structures:

1. Receipt of reservation serves as your permit. This is obtained online under your household invoice section at royaloakrec.recdesk.com
2. Royal Oak Residents may rent a shelter on a first come, first served basis beginning the first working day of January through March 31 for the upcoming rental season. Non-Residents may submit requests beginning April 1. An adult must sign the agreement.
3. Proof of residency must be furnished upon request.
4. Rental fee is payable to *ROYAL OAK RECREATION* at time of application. We accept exact cash, check, VISA, Discover or MasterCard.