

Facility Rules and Regulations

Most City of Delaware Parks Natural Resource facilities are open for community use on a first come, first served basis. However, Department and City programs and events may be scheduled at various times throughout the year limiting the community's open use of these facilities. Individuals or groups may reserve the use of a particular facility on a specific date and time by submitting their request on the FACILITY REQUEST FORM. **The date will not be confirmed until the written request is approved, and full payment is received.**

General Rules

1. No person or club shall reserve and/or rent park and recreation facilities in the City without first completing a Facility Request Form at least four working days prior to the date that reservation or rental is desired.
2. Confirmation of the reservation is payment at the time of the request.
3. **Approved requests will have priority use of facility.** If someone other than paid renter should happen to be utilizing the facility and refuses to vacate when requested, the renter should contact the City of Delaware Police Department at (740) 203-1111 and be able to provide their receipt of paid reservation of facility.
4. Renters, by virtue of the rental contract, accept financial responsibility for all damages, including littering, done to City property during the period of the contract.
5. The Department may require the applicant to post a deposit as a guarantee that any damage shall be repaired.
6. A Certificate of Insurance appropriate to the intended use may also be required. *
7. No person shall transport, distribute, possess or consume alcoholic beverages in any City park or facility.
8. No motor vehicle shall leave the paved roads or parking areas and in no case shall be operated on the grass areas in the playing field areas or ball fields.
9. Fires in City parks shall be built only in fireplaces, grills or other places provided for such purpose.
10. Renter shall not charge any fee or admission charge or accept donations for an event unless expressly permitted by the rental agreement.
11. Renters shall not operate a concession stand or point-of-sale function unless specific arrangements are provided for the same in the rental contract.
12. All City parks shall be closed, and a curfew imposed between the hours of 8:00 pm & 8:00 am October 1 to April 1 and 11:00 pm & 8:00 am April 1 to October 1. Any additional exceptions shall be granted only to persons engaged in a Parks & Natural Resources sanctioned/sponsored program, activity or event.
13. Use area in accordance with Chapter 933 Parks as outlined in the Delaware, OH Code of Ordinances.
14. Organized nonprofit groups with current 501 (c) 3 or 501 (c) 4 status may need to submit verification forms.
15. Groups are responsible for their own decorating and clean up after their rental.
16. Groups needing to decorate and/or set up must reserve the necessary time at the current rental rate. Groups are not permitted to use the facility longer than the hours reserved.
17. **In case of cancellation, the renter will receive a full credit for a future rental within the same calendar year. Refunds will be issued upon receipt of written request up to 14 calendar days prior to the reserved date.**

* Any groups (for profit/nonprofit/government entity) are required to provide a certificate of liability insurance (COI) naming the City of Delaware as additional insured.

3-Season Shelter

Shelter Access: The 3-Season Shelter is a secured facility when not in use. City staff will contact the contracted rental party the week of the rental to provide information on the location of a lock box and the key code so that access will be able to be gained on the day of the event. Rental party will be responsible for replacement of key in lock box following event.

- Renter is responsible for locking the facility at the end of the rental time.
- Smoking is prohibited in the facility.
- No balloons allowed.
- No craft activities unless tables are covered.
- There are no confetti type decorations/products of any kind permitted.