

## SHETLER RESERVATION POLICIES AND PROCEDURES

1. Shelter reservations can only be made for the current year.
2. Reservations are accepted beginning the first working day after the New Year and on a first come first serve basis.
3. Reservation fees must be paid within 30 days of the date the reservation is made. If there are not 30 days between the date the reservation is made and the actual reservation, you will be given a date for payment.
4. Shelter reservation hours are as follows unless the Director approves otherwise:
  - Summer: 10 a.m. until 10:00 p.m.
  - Winter: 10 a.m. until 9:00 p.m.
5. Shelters cannot be booked for commercial purposes.
6. If more than one reservation is on the same day, a 1  $\frac{1}{2}$  hour interval will be made between reservations.
7. Refunds will only be given if the party cancels at least two weeks in advance of the reservation date. There are no refunds given due to inclement weather.

## SHELTER FEES

LOG CABIN:	\$55 up to 5 hours \$75 more than 5 hours
PAVILIONS:	\$30 up to 5 hours \$45 more than 5 hours

## GENERAL RULES FOR SHELTERS

1. No alcoholic beverages are permitted.
2. Fireworks are prohibited in any of the parks.
3. Vehicles are to be parked in the designated parking areas only. **No parking in the grass.**
4. Shelter driveways are to be used for loading and unloading only.
5. Ground fires are not permitted.
6. All trash should be put in the receptacles provided.
7. Amplification equipment is prohibited without prior authorization.
8. The log cabin and the Robertson Community Center will be opened 15 minutes before the reservation opening time and closed 15 minutes after the reservation closing time. **The opening and closing times for all reservations will be strictly enforced.**

Any questions should be directed to the Parks Department during regular business hours which are Monday through Friday (except all legal holidays) from 8:30 a.m. to 4:30 p.m. The telephone number is (330) 821-2260.