

SHELTER RULES & REGULATIONS

1. Rental hours are 9:00 a.m. to sunset.
2. Reservations will be accepted up to two weeks prior to rental date.
3. All trash and materials must be cleaned up and disposed of properly.
4. No decorations may be attached to shelters or tables by staples or nails. No confetti, artificial petals, or any other scattered décor.
5. Picnic tables must not be moved in or out of a shelter.
6. Vehicles must remain on roads and be parked in designated areas. Driving to the shelter is strictly prohibited.
7. **Electricity is not guaranteed, even when outlets are present.**
8. Cooking is only permitted in installed grills, or by use of personal propane and electric grills, or canned fuel (sterno). Do not dump coals from installed grills on ground or in trash receptacles. Personal charcoal or wood burning grills, smokers, and all fryers are strictly prohibited. Catered charcoal and wood grills are permitted with advance permission and approved insurance.
9. No fires, torches, or any other open flame outside of approved cooking equipment.
10. The following are prohibited with a picnic shelter reservation:
 - Amplified sound and DJs
 - Gambling or games of chance
 - Profanity
 - Launching or landing any aircraft, rocket, or balloon
 - Bounce house and inflatable amusements
 - Petting zoos or pony rides
 - Vending or commercial activity
 - Glass containers
 - Weapons
 - Dunk tanks & inflatable pools
 - Collecting of fees or donations
 - Fireworks
 - Golf
 - Alcoholic beverages and illegal drugs
 - Motorized train rides
 - Disruptive behavior to other park patrons
 - Illegal activity
11. Removal of department signs, forms, or other materials is prohibited without authorization of department staff.
12. Sleeping or reclining in a horizontal position is prohibited in shelters and in/on other park facilities and amenities.
13. A representative of the rental party must be on site during use to serve as liaison between the group and park staff.
14. Skates, skateboards, inline skates and similar equipment may be restricted or prohibited in locations as determined by park staff.
15. No person or group shall interfere with any recreational activities or events authorized by the City.
16. Any section or part of any park or facility may be declared closed to the public at any time or limited to certain users or times as public interest demands or safety and security indicates.
17. Pool, baby pool, or pool green space is not guaranteed when renting a shelter.
18. Advance permission and approved insurance may be required for the use of outside equipment and/or catering.
19. All indoor and outdoor public spaces controlled by the Wheeling Parks and Recreation Department are smoke and vapor free and staff will enforce this regulation.

Failure to abide by these rules may result in violators being ejected from the park with no refund. Park management and/or city staff retains the authority to ask any group using a shelter to disperse and vacate the area.

PICNIC SHELTER & GREEN SPACE RULES

Lost and Found: The City of Wheeling, Parks and Recreation Department is not responsible for any lost or stolen items or items left unattended or forgotten.

Trespass: Any person or group found in violation of the above rules and regulations shall be ordered to leave all City of Wheeling parks and recreation facilities for a minimum 24-hour period. Any person who fails to leave all facilities or parks at the time requested may be arrested and prosecuted for trespassing or prosecuted under other existing ordinances.

Damages: The applicant shall be responsible for any damages to city property caused by any of the users of a permitted shelter or green space. This shall include materials, labor, and equipment required to repair damages.

Inclement Weather, Cancellation and Change Policy: If inclement weather prevents the use of the shelter you may reschedule your event or request a refund with proper notification by contacting the Wheeling Parks and Recreation Department the first business day following your rental.

- Refunds will only be given to the original applicant listed on the Facility Use Permit.
- Once a shelter is occupied, there are no refunds due to rain or bad weather.
- All rescheduled events are subject to availability.
- The City reserves the right to cancel reservations at their discretion, for any reason, including maintenance, unsafe conditions, or declared emergency. Refunds will be provided without a fee for these instances.

Rescheduling: Reservations may be modified (change the time, date, etc.) by contacting our office at least seven (7) days prior to the scheduled use. All modifications are subject to availability.

If you encounter problems at the shelter, please contact the Operations Department at (304) 234-3838. Should you get the recorder, please state the name of the park, the nature of the incident, your name and phone number. **If you have an emergency, please call 9-1-1.**

HOLD HARMLESS & ACKNOWLEDGEMENT

By agreeing to these terms, applicants indemnify, defend and hold harmless the City of Wheeling, its employees, officers and agents from any and all liability, demands, claims, damages, expenses (including attorneys' fees) proceedings and cause of action of every kind and nature arising out of or connected with the applicant's (i) use, act, omission, injury, accident, occupation or control of the Department managed land or recreational facility (and any improvements thereon including any furniture, furnishings, equipment, or fixtures utilized in connection therewith) subject to the approved permit; and (ii) any breach of the approved permit.

The applicant further agrees that it will, at its own cost and expense, defend any and all actions, suits, or proceedings which may be brought against the City of Wheeling, its employees, officers and agents in connections with said Department managed land and facilities (and any improvements thereon including any furniture, furnishings, equipment, or fixtures utilized in connection therewith) arising from applicant's activities, omissions, accidents, injuries, and damages on said property and will satisfy, pay, and discharge any and all judgments that may be entered against the City of Wheeling, its employees, officers and agents in any such proceeding.

By submitting this application, you are stating that you agree to comply with the shelter and green space rules, the City of Wheeling Code of Ordinances, and any other requirements provided by law.