



COLUMBUS RECREATION AND PARKS PERMIT AND RENTAL SERVICES SECTION OPEN AIR SHELTERHOUSE RENTAL RULES

Permit Holder and guests are subject to the regulations set forth in Chapter 919 of Columbus City Code. Permit holder and guests are also subject to Recreation and Parks Administrative Rules, in addition to the following conditions:

- 1) Open Air Shelters are available from 9am-3pm, 4pm-10pm, or 9am-10pm only. Reservation is only for the times listed on your permit.
- 2) Shelters will be rented in “as-is” condition. Due to the open nature of the shelters and unrestricted access, it is understood that the facility’s condition will vary from day to day. Columbus Recreation and Parks will make a concerted effort to ensure the facility is cleaned and trash is removed on the day of your rental, but this cannot be guaranteed.
- 3) Absolutely NO ALCOHOL will be permitted in the park.
- 4) No nails, tacks, or similar devices may be used to hang decorations. Tape may be used but must be removed by the end of the rental period.
- 5) No vehicles may be driven or parked on the grass. All vehicles must be parked in designated parking areas.
- 6) Permit holder is responsible for removal and proper disposal of all decorations, supplies, food, and event generated waste by the time the permit expires. All trash must be placed in designated trash receptacles. No trash may be left on tables or elsewhere in the park.
- 7) If a tent is desired, you may utilize a tent, provided it is no larger than 10’x10’. The tent must be properly weighted with sandbags or similar devices. The tent must be set up and removed within your rental time.
- 8) Please be advised that the park is open to the public at all times and you are renting only the specified site area.
- 9) No utilities are provided.
- 10) Only charcoal may be used in provided grills. Leave coals to extinguish on their own.
- 11) Inflatable devices, trampolines, slides, and/or other similar devices are not permitted unless you make arrangements with the permit and rental services section prior to your event. The permit holder must provide proof of public liability insurance, naming the City of Columbus as additionally insured, for the date of the event at least 15 calendar days prior to your rental. If the use of such equipment has been approved, they may not be used under the shelterhouses and may only be used outdoors, at locations designated by our office. Dunk tanks are prohibited.
- 12) No admission, sales, or other money may be collected or charged.

- 13) Permit holder may not sublet the facility for any reason.
- 14) No alterations may be made to any park amenity nor shall any item be moved or removed. This includes flower beds, fountains, trash receptacles, and picnic tables.
- 15) No confetti, glitter, or similar materials may be used for decorations or thrown in or around the rental site.
- 16) Music must be kept at a reasonable volume level at all times. City Code states that music should not disturb other guests in the park, or adjacent areas.
- 17) No fireworks, sparklers, Japanese floating lanterns, or similar items are permitted to be used in the park.
- 18) The person permit holder is responsible for group's conduct and respect for the facility. All groups must abide by all Recreation and Parks rules and regulations and Sections 919.01 through 919.99 of the Columbus City Codes. It is the permit holder's responsibility to supervise all guests, including children/minors. Any violation of park rules and regulations is grounds for permit forfeiture. Any groups who abuse park property will be asked to leave and charges for damages will be assessed. Any abuse of Recreation and Parks staff is also grounds for permit forfeiture. If any group or individual is asked to leave the premises, they must do so promptly and forgo any refund.
- 19) Permit is granted on condition that if the facility is needed for Recreation and Parks Department emergency usage, Grantee agrees to forego use of facility with a full refund.
- 20) The Permit Holder agrees that they will not discriminate against any participants because of race, religion, sex, sexual orientation, national origin, ancestry, age, handicap, or veteran status.
- 21) Department representatives and/or local law enforcement have the right to enter the premises at any time.
- 22) The Permit Holder hereby agrees that the use of such Recreation and Parks Department facilities and equipment shall be upon conditions listed above and at the exclusive risk of Permit Holder, his/her guests, agents, and employees of the Permit Holder. The Permit Holder further agrees to indemnify and save harmless the City of Columbus from any and all claims, suits, loss, damage, or injury to persons or property of any kind or nature whatsoever occurring to the Permit Holder, his/her guests, agents, and employees as a result of the use of, or activities engaged in the park. Permit Holder hereby agrees to indemnify and hold harmless the City of Columbus if they violate the law.

If you have any questions and/or concerns regarding any rule, regulation, and/or policy, you should contact the Permit and Rental Services Section (614-645-3337) prior to your scheduled event. The Permit and Rental Services Section is open from 8am to 4pm, Monday through Friday, and is located at 1111 E. Broad St., Columbus, OH 43205.