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## **PARK PAVILION RULES AND REGULATIONS**

- Any picnic table or area not previously reserved through the Parks and Recreation Department is available on a first come, first serve basis.
- The person reserving the site is responsible for any damages to the area during their reservation.
- **NO JUMP/BOUNCE HOUSES OR TENTS OF ANY KIND ALLOWED.**
- pavilions are not to be used for profit unless approved by the Parks Director.
- Please keep your receipt and confirmation with you on the day of your reservation.
- Park staff will open the pavilion and display a sign with your reservation name & time.
- Park in designated parking areas only. **DO NOT PARK OR DRIVE IN THE GRASS.**
- Unauthorized vehicles are prohibited on park grounds. This includes any motorized vehicles, including mopeds, motorcycles, snowmobiles and go-carts.
- Only one trash container will be provided for pavilion rentals. All other trash and litter that was carried in must be carried out. **NO GLASS CONTAINERS ALLOWED.**
- Please respect all Park property. Take care not to damage any grass, plants, trees, shrubbery, equipment or facilities.
- Fires are to be made in grills provided only. No outside grills allowed in the parks.
- Fireworks are prohibited in all parks.
- No weapons can be discharged or used within park property.
- Public intoxication, minor consumption of alcohol and drugs are prohibited.
- All pets must be on a leash or restrained. Owners are responsible for cleaning up after their pets.
- Please help us take care of your parks. Notify any official of any damage or vandalism you may find. Please notify the Police Department if you witness anyone vandalizing or damaging Park property.
- Defacing of public property and littering are covered under the Code of Ordinances for the City of Shelbyville and are punishable and could result in a fine.
- **NO SMOKING IN PARKS** (Could result in a fine per Code of Ordinances for the City of Shelbyville)
- For questions, suggestions, or concerns, please contact your Shelbyville Parks and Recreation Department at 317-392-5128. Office hours: Monday through Friday, 8:00 a.m. to 4:00 p.m.

## **PAYMENT POLICY**

1. **Full payment is due at the time of reservation.** Payments may be made over the phone using credit/debit card. Payments made in our office may be made by cash, personal check, credit/debit card.
2. Rentals may also be made online at [www.shelbyparks.com](http://www.shelbyparks.com).
3. Hours for rentals are from 8:00 a.m. to 9:00 p.m. seven days a week April through mid October.

## **REFUND POLICY**

A full refund will be given if canceled 10 days prior to the rental date. Rentals canceled the day of due to weather may be rescheduled or refunded.