CITY OF SCOTTSBLUFF
PARK FACILITY RENTAL POLICIES

Park picnic shelters or specific park areas may be reserved for exclusive use by individuals or groups. The following rules will be enforced and must be agreed to by the renter prior to a reservation being accepted by the City of Scottsbluff Parks & Recreation Department.

1. Parks are open from 6:00 a.m. until 11:00 p.m. A shelter may be reserved during these hours only.

2. **Alcohol and tobacco** are **not permitted** to be brought into or used in any city park.

3. For the exclusive use of any park facility by a group, appropriate paperwork must be completed and signed by an adult (21 or over) and a Parks & Recreation Representative.

4. Payment for the use of any park shelter must be made at the time the application is completed. **Fee is non-refundable for cancellations.**

5. If you find any damage upon arrival, or are experiencing any other issues, please inform the Communications Center at 308-632-7176. During normal business hours (M-F, 7:30am to 4:00pm) please contact the Parks & Recreation office at 308-630-6235.

6. You may arrange and set-up the shelter as desired. **Set up of the shelter is the renter's responsibility and is to be completed at the time stated on your contract, not before.**

7. Upon completion of your event, picnic tables and/or benches must be wiped down. **Clean up is the renter's responsibility and must be completed by the ending time stated on your contract.** Garbage containers are located within a reasonable distance of every shelter.

8. The following items (not limited to) are **prohibited** without permission from the Parks & Recreation Department:

a. Inflatables or bouncy houses.
b. Vehicles parking on the grass next to the shelter c.
Fireworks
d. Stakes longer than 12 inches (one foot)
e. Candles
f. Use of extension ladder or lift truck to hang decorations

9. In renting a park facility, the City does not relinquish the right to manage and control the facility. The City may enforce any rules and regulations it deems necessary. Any City official or authorized employee may enter any park or park facility at any time.