



City of Meadville

Office of City Clerk

894 Diamond Park

Meadville, PA 16335

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PARK SHELTER RESERVATION POLICIES & PROCEDURES

Please note your application is for the reservation of a park shelter ONLY. The park will remain open to the public. Shelter reservations are available daily from dawn to dusk. No overnight camping permitted except with prior approval. No rain dates are accepted.

Pursuant to Ordinance No. 3651 of 2008

1. A non-refundable fee of \$50 is required for reserving a park shelter. This fee must accompany the reservation and is payable to the City of Meadville through the City Clerk's Office. Refunds may be requested for exigent circumstances. All refunds are approved at the City Manager's discretion.
2. All reservations are tentative until the completed application and nonrefundable reservation fee are received. All tentative reservations will be held for 10 business days. After the 10th day, the shelter will be reopened for reservation on a first come, first serve basis.
3. You must be 18 years or older to make a reservation. Parents, guardians, or sponsors shall be required to submit applications for reservations for groups or individuals under 18 years of age and provide for on-site supervision during the event.
4. The person whose signature appears on the reservation application is fully responsible for all event participants using the facility.
5. A Shelter Permit may be revoked and all fees forfeited and the event terminated for falsification of information, failing to comply with applicable City regulations, and/or due to safety concerns.
6. Use of electricity is included in the Shelter Reservation Fee for those parks that have electricity.
7. The use of loudspeakers, amplifiers, or microphones is prohibited except with prior approval of the City Manager.
8. Vehicles will be restricted to designated parking areas only.
9. Responsibility for damage to or maintenance of facilities resulting from usage, beyond normal usual wear, will be assumed by the individual reserving the pavilion. All waste shall be deposited in proper receptacles in order to keep the facility clean and neat. Restrooms must be kept clean and litter free at all times. It is the responsibility of the applicant to inspect the facility prior to rental and report any damages to the City.
10. User shall not be permitted to nail, screw, or otherwise physically attach decorations or other materials to any part of the facility. Taping, tacking, or tying decorations is permitted. Any decorations or other materials attached to the facility must be completely removed. The individual, group, or organization is responsible for returning the pavilion to its original condition following its use.