



# TOWN OF SHELBY

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## Shelter Rental Policies

**Park/Shelter Hours:** Renter(s) have full use of the shelter from 6:00 a.m. to 10:00 p.m. on the day of the rental. The park itself remains open to the public during those same hours.

**Early Entry:** Renter(s) must request early entry 48+ hours prior to the day of the rental. This is reviewed/approved by staff if it does not conflict with other rentals. **Early Entry Fee: \$50.00.**

**Capacity:** Both the Open and Enclosed Shelter can reasonably accommodate 60 people.

**Animals:** Only trained service animals are permitted in the Enclosed Shelter without town approval. Domestic animals are allowed in Town parks, owners are responsible for cleaning up animal waste.

**No Smoking:** Smoking and/or vaping is prohibited in all Town of Shelby owned property. Smoking/vaping should only take place 10+ feet from the structure. Renter(s) are responsible for enforcing this during their event.

**Alcohol:** Alcohol is permitted in Town Parks. Renter(s) are responsible for ensuring alcohol is only being consumed by individuals 21+ years of age. If alcohol is being sold, additional permits are required from Town Hall.

**NO Illegal Activities:** Illegal activities (underage drinking, drug use, theft, vandalism, etc.) are strictly prohibited.

**NO Fireworks:** The use of fireworks in Shelby parks is strictly prohibited, no exceptions.

**Parking:** Parking is only allowed along the roads and in the designated parking lots. Parking under the pavilions and/or on the concrete pads under and next to the Shelters is prohibited.

**Decorations/Damage:** Renter(s) can decorate but should not use nails, screws, staples or any other fasteners that will damage the structure.

**Cleaning:** The shelter will be cleaned by Town Staff prior to your event. Renters are expected to complete the cleaning list provided after their event concludes.

**Liability:** The Town of Shelby is not liable for any injuries, lost, damaged or stolen property, etc. that occur during your event.

**Cancellation/Refunds:** You may receive a full refund if you cancel 30+ days before the date of the rental or if the cancellation is due to a natural disaster or state of emergency. Cancellations less than 30 days before the date of the rental can be rescheduled free of charge but no refund will be given.

**Deposit/Forfeiture:** Renter(s) are required to make a deposit before a key is provided. Failure to comply with any of the above policies may result in a partial or full forfeiture of your deposit.

Signature/Acknowledgement: \_\_\_\_\_