



PARK SHELTER RESERVATION REQUEST

For Office Use Only:	
Date Received: _____	Received By: _____

Section I – General Information

Thank you for choosing our park for your special event. While using the park, please keep in mind the following park rules:

- Vehicles of all kinds are not allowed on sidewalks, grassy areas, or other areas not intended for vehicular use in the City’s parks. Pre-approved vehicles transporting handicap persons to and from a shelter are sometimes allowed for unloading and loading purposes only. However, the vehicle cannot remain in the park. This is to protect pedestrians and prevent damage to trees, grass, and sidewalks.
- You are responsible for picking up and removing all trash and litter created by your event. Please remember to utilize the trash receptacles.
- No cooking grease or similar products are allowed to be disposed on the park grounds or on any public streets.
- No temporary structure (i.e., tent) is allowed to be erected in any City park without prior approval. Please mark “YES” on your assembly permit application and contact the Department of Planning, Building, and Development at 853.1090 for more information.
- Reservations must be made by the close of business on the Wednesday before the requested reservation date. Refunds will not be issued for cancellations less than 72 hours before the reserved date. Deferrals within the same calendar year are allowed.

If you have problems obtaining use of a shelter during your reservation time, please call 911 for Roanoke Police. For electric and water issues, please call 853.2411 and the appropriate person will be notified. If you need access to electricity, please call Facilities Management at 853.5889 several days before your scheduled event. We hope that your event will be a success and should you have any questions, please feel free to contact the main office at 853.2236.

Section II – Fee Schedule

Park Shelter

Fees for renting a park shelter for city residents and city non-profits are as follows:

- \$50.00 for a full day, 10:00 a.m. to 9:00 p.m.

Fees for renting a park shelter for non-city residents, non-city non-profits, and for profits are as follows:

- \$100.00 for a full day, 10:00 a.m. to 9:00 p.m.

Mill Mountain Park Shelter

Fees for renting the Mill Mountain Park shelter for city residents and city non-profits are as follows:

- \$70.00 for a full day, 10:00 a.m. to 9:00 p.m.

Fees for renting the Mill Mountain Park shelter for non-city residents, non-city non-profits, and for profits are as follows:

- \$140.00 for a full day, 10:00 a.m. to 9:00 p.m.

Section II – Applicant and Event Information

Group or Individual Applicant Name: _____ Main Contact: _____

Address: _____

Email: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

City Resident? Yes No Purpose of Reservation: _____ Number of Expected Guests: _____

- | | | | | | | |
|-------------------|---------------------------------------|---|---|---|-----------------------------------|---|
| Desired Location: | <input type="checkbox"/> Belmont | <input type="checkbox"/> Bowman | <input type="checkbox"/> Brown-Robertson | <input type="checkbox"/> Countryside | <input type="checkbox"/> Eastgate | <input type="checkbox"/> Eureka |
| | <input type="checkbox"/> Fallon | <input type="checkbox"/> Fishburn - Upper | <input type="checkbox"/> Fishburn - Lower | <input type="checkbox"/> Garden City | <input type="checkbox"/> Golden | <input type="checkbox"/> Horton |
| | <input type="checkbox"/> Kennedy | <input type="checkbox"/> Melrose | <input type="checkbox"/> Mason Mill | <input type="checkbox"/> Mill Mountain | <input type="checkbox"/> Perry | <input type="checkbox"/> Ridgewood |
| | <input type="checkbox"/> River’s Edge | <input type="checkbox"/> Smith | <input type="checkbox"/> Strauss | <input type="checkbox"/> Wasena - Brick | <input type="checkbox"/> Thrasher | <input type="checkbox"/> Wasena - Stone |
| | | <input type="checkbox"/> Washington - Upper | | <input type="checkbox"/> Washington - Lower | | |

Will Alcohol Be Served? Yes No If Yes, an Alcohol Permit Application is required
Alcohol is only allowed in the following parks with shelters: Fallon Park, Mill Mountain Park, River’s Edge Park, Smith Park, and Wasena Park.

Event Start Date: _____ Event End Date: _____

Event Start Time (to include set-up): _____ Event End Time (to include clean-up): _____

Special Requests (other than electricity): _____

Section III – Indemnification and Authorized Signatures

The applicant hereby acknowledges and confirms that the information listed above is true and accurate and takes full responsibility for the planned event and rental of Roanoke Parks and Recreation facilities and/or equipment. Lessee warrants that all copyrighted materials performed by Lessee or used by Lessee under this Agreement, or performed or used by any person appearing or performing in the event or activity which is the subject of this Agreement, have been duly licensed or authorized by the copyright owners or their representatives, and the Lessee agrees to be responsible for all license and royalty fees incurred by reason of the performance, and to defend, indemnify and hold the City of Roanoke, its officers, employees, agents and representatives, harmless from any and all claims, losses, or expenses incurred with regard thereto.

Applicant Signature: _____ Date: _____