CITY OF
CLEVELAND
HEIGHTS

CITY OF CLEVELAND HEIGHTS DEPARTMENT OF PARKS AND RECREATION
PICNIC SHELTER RESERVATIONS

Thank you for requesting a Picnic Shelter Permit Packet from the City of Cleveland Heights Department of Parks and Recreation.

Enclosed is the Picnic Shelter Reservation Application which you, as a resident of Cleveland Heights and Recreation I.D. Card holder, need to complete and return in person to the Cleveland Heights Community Center at One Monticello Boulevard (corner of Mayfield and Monticello) during regular office hours. The Community Center Office phone number is (216) 691-7373. Payment of twenty-five dollars ($25.00) plus a refundable security deposit of fifty dollars ($50.00) needs to accompany the application - checks should be made payable to the City of Cleveland Heights.

Residents of East Cleveland, upon presentation of proof of residency, may reserve the shelter at Caledonia Park, which was built through the cooperation of the cities of Cleveland Heights and East Cleveland. Although a Cleveland Heights Recreation I.D. Card is not available to residents of East Cleveland, proof of residency (driver's license and one piece of official mail) is required to reserve the shelter.

Please keep in mind that we recommend you allow at least seven (7) business days to process the permit once your application has been received. Permits are issued in the order they are received.

In addition to the permit application, enclosed are copies of the specific rules and regulations that govern the use of the picnic shelters and other park areas. Please read them carefully and do not hesitate to call the Community Center should you have any questions. It is important that you understand and comply with the rules and regulations. Violation of the rules may result in the loss of your security deposit.

We hope that you enjoy the City's facilities and that your event is successful and pleasant.

Sincerely,

Joseph P. McRae, Director
Department of Parks and Recreation

40 SEVERANCE CIRCLE, CLEVELAND HEIGHTS, OHIO 44118
216 • 291 • 4444 FAX • 291 • 2064

CLEVELAND HEIGHTS DIVISION OF PARKS AND RECREATION
PICNIC SHELTER RESERVATIONS-RULES AND REGULATIONS

1) Picnic shelters are available for reservation from May 1 to October 15, 2016. The following is a list of available picnic shelters:

Park	Tables*	Grills*	Restrooms	Electrical Outlets
Caledonia	7	3	Yes	No
Cumberland	9	3	Yes	No
Denison	12	3	Yes**	Yes
Forest Hill 1	8	3	Yes	No
Forest Hill 2A	6	2	Yes	No
Forest Hill 2B	7	2	Yes	No

* Approximate number and is subject to change.
** Restrooms located by the basketball courts. Pool restrooms are not in use anymore.

Completed applications will be accepted beginning Monday, January 4, 2016. The Fee for a picnic shelter reservation is twenty-five dollars ($25.00), plus a refundable security deposit of fifty dollars ($50.00).

2) Picnic shelters may be used without a permit, but groups with a permit have priority and must be granted the use of the shelter upon presentation of their permit. Permit rights will be enforced by the Cleveland Heights Police Department (216-291-4987)

3) Reservation of picnic shelters includes the shelter, tables, and grills only. Use of adjacent athletic fields can be requested and will be provided for a maximum of three hours, **if available**. Tennis court and basketball court use is limited to normal I.D. Card holder usage rules-Cleveland Heights Recreation I.D. Card holders plus the allowable number of guests per court, on a first come-first served basis. Basketball Courts, one guest; Tennis Courts, one guest (three guests allowed for doubles play on one court).

Reservation of the Cumberland Park picnic shelter ***does not automatically include use of the adjacent swimming pool.*** Use of Cumberland Pool is subject to all pool rules. Cumberland Pool opens for the season on Saturday, June 11, 2016. Please call Cumberland Pool at 216-691-7390 for pool information.

4) No picnic shelter reservation application shall be approved unless the group desiring to rent the facility is sponsored by an adult resident of Cleveland Heights who is also the holder of a current Recreation I.D. Card. Only such sponsor shall negotiate reservation and other arrangements. Such sponsor shall be responsible for the reservation and for the conduct of members of the group while so using the facilities, shall be personally present during the entire period of such use, and shall be responsible to the City of Cleveland Heights for any damage which may be caused by the group or any member thereof during the period of such use. Not less than fifty percent (50%) of a group must be residents of the City of Cleveland Heights. For groups using Caledonia Park, the residency requirement is fifty percent (50%) residents of Cleveland Heights and/or East Cleveland.

Residents of East Cleveland, upon presentation of proof of residency, may reserve the shelter at Caledonia Park, which was built through the cooperation of the cities of Cleveland Heights and East Cleveland. While a Cleveland Heights Recreation I.D. Card is not available to residents of East Cleveland, proof of residency (driver's License and one piece of official mail) is required to reserve the shelter.

5) No individual shall act as a sponsor for more than one group per season.

6) A picnic shelter reservation includes the number of tables and grills assigned to a particular shelter.

7) The following are prohibited without express permission granted by the Department of Parks and Recreation and noted by said Department on the permit:

   a) Fires anywhere but on above-ground grills.
   b) Signs, posters, or flyers.
   c) Additional grills, tables, chairs, etc.

8) The following prohibitions are in effect in all park areas at all times:

   a) Dogs and other domestic animals. Also ponies, horses, and other animals for rides or display.
   b) Motorcycles, motorbikes or other two wheel motorized vehicles (can be driven into and parked in parking lots only).
   c) **Loud and disturbing music; loudspeakers; bands or disc jockeys.**
   d) Intoxicating substances or illegal drugs.
   e) Gambling.
   f) Solicitation or sale of articles.
   g) **Driving or parking on the all-purpose pathways, any grassy area or any other area prohibited to non-city vehicle traffic.**
   h) Movement of picnic tables or grills from any shelter.
   i) Digging fire pits, or otherwise damaging city property.

9) **Park Hours: 6:30 am to 9:30 pm**

10) Groups using the picnic shelters and other park areas are responsible for clean-up of their litter and other debris and for any damage to City property and facilities. All signs, posters, etc., must be removed at the conclusion of the shelter use.

11) Any rule and regulation stated herein may be waived or modified by the City Manager or her designee as may, in her judgment, be required for events sponsored by the City of Cleveland Heights or for other good cause.

12) **Violation of these rules and regulations will result in possible prosecution and other appropriate legal action, and will result in loss of security deposit and future picnic shelter reservation privileges.**

Cleveland Heights Division of Parks and Recreation
2016 Picnic Shelter Reservations

2016 - Security Deposit

The Parks and Recreation Department would like to thank you all, especially our regulars, for using and reserving the picnic shelters. While most of you respect the parks and follow the rules and regulations, we have seen an increase in the following inappropriate activities:

- Loud and disturbing music; loud speakers; and/or disc jockeys.
- Intoxicating substances / alcoholic beverages.
- Parking of motor vehicles on the pathways and grassy areas.

Please note that these violations have resulted in a significant inconvenience to other park users and neighbors as well as damage to park property.

As a result, a $50.00 security deposit is required for all picnic shelter reservations. Residents that reserve the picnic shelters and follow the specified rules and regulations will receive a refund of the security deposit shortly after their picnic is held. Those who violate the rules and regulations will lose their security deposit, in addition to other possible penalties.

If you have any questions, please contact the following:

Community Center Registration Desk
216-691-7373
chrec@clvhts.com

OFFICE USE ONLY
Date received: _____
Time received: _____
Payment received: _____
Received by: _____

CITY OF CLEVELAND HEIGHTS DEPARTMENT OF PARKS AND RECREATION
PICNIC SHELTER RESERVATION APPLICATION

Name of Applicant: _____ Date: _____

Name of Group: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Primary Email: _____

Current Recreation I.D. Card must be shown at the time of application is submitted. If mailed, a copy needs to accompany the application. **(Recreation I.D. Card is not required for East Cleveland residents reserving Caledonia Park).**

Approximate Number in Group: _____

Dates Requested:
1) First Choice: _____
2) Second Choice: _____

Hours Requested:
1) First Choice: _____
2) Second Choice: _____

Shelter(s) Requested:
1) First Choice: _____
2) Second Choice: _____

Special Requests:
1) Number of Personal Tables (in addition to the tables permanently at the site): _____
2) Number and Description of Personal Grills (in addition to the tables permanently at the site: ____
   _____
3) Signs, Posters, or Flyers (Description must accompany the application):_____
   _____
4) Athletic Field: _____
5) Other: _____

Please complete other side of application

ATTENTION:

This application is made subject to the Rules and Regulations for the use of picnic shelters, attached hereto. The Undersigned agrees that these Rules shall be strictly observed and accepts the entire responsibility for the enforcement of them and agrees to protect the premises and indemnify the City of Cleveland Heights for any damages done to the park facilities or property. It is understood and agreed to by the applicant that the permit may be revoked or canceled at any time with or without cause and that in the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursement on account of any loss, damage or expense whatsoever. The applicant further agrees to protect, indemnify and hold harmless the City and its officers and employees from any and all claims, liabilities, damages or rights of action directly or indirectly growing out of use of the premises covered by this application.

_____ _____

Applicant Signature **Date**

(FOR OFFICE USE ONLY)

	Approved	Not Approved
Permit:	_____	_____
Special Requests:		
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

_____ _____

Approved Signature **Date**

_____

Title