



CITY OF CLEVELAND HEIGHTS PARKS & RECREATION DIVISION

PICNIC SHELTER RESERVATIONS

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

Enclosed is our Picnic Shelter Reservation Application which you, as a Cleveland Heights resident and Recreation I.D. card holder, must fill out completely and return in person to the Cleveland Heights Community Center at One Monticello Boulevard (corner of Mayfield and Monticello) during regular office hours. Our Community Center Office phone number is (216) 691-7373. Payment of twenty-five dollars (\$25.00) plus a security deposit of Fifty dollars (\$50.00) must accompany the application - checks must 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 East Cleveland and Cleveland Heights. While a Cleveland Heights Recreation I.D. card is not available to residents of East Cleveland, the same type of proof of residency necessary for an I.D. card is required to reserve the shelter.

Keep in mind that **we recommend** you allow **at least seven (7) working days** to process the permit once we receive your application. Remember, permits are issued in the order that **properly completed** applications are received. Don't forget that all Cleveland Heights Recreation I.D. cards are processed at the Parks and Recreation Office at the Community Center.

Also enclosed are copies of the specific rules and regulations that govern the use of our picnic shelters and other park areas. Please read them carefully and do not hesitate to call us if you have any questions. It is important that you understand and comply with the rules and regulations.

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

Sincerely,

Mark Vasiloff
Community Center Manager

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- 5.) No individual shall act as sponsor for more than one group per season.
- 6.) 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 Division of Parks and Recreation and noted by said Division 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 sales 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.) **SHELTER HOURS ARE: 6:30 A.M. THROUGH 9:30 P.M.**
- 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 his designee as may, in his/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.**



CITY OF CLEVELAND HEIGHTS PARKS & RECREATION DIVISION

PICNIC SHELTER RESERVATION APPLICATION

NAME OF APPLICANT: _____ DATE: _____

ADDRESS: _____
(City) (Zip)

PHONE(H): _____ Cell: _____
(I.D. Card must be shown at time of application. If mailed, a copy must be included with the application).
(Not required for East Cleveland resident reserving Caledonia Park).

E-MAIL _____

NAME OF GROUP: _____

APPROXIMATE NUMBER IN GROUP: _____

DATE REQUESTED: FIRST CHOICE: _____

SECOND CHOICE: _____

HOURS REQUESTED: FIRST CHOICE: _____

SECOND CHOICE: _____

SHELTER(s) REQUESTED: FIRST CHOICE: _____

SECOND CHOICE: _____

SPECIAL REQUESTS:

- 1.) USE OF PERSONAL TABLES (Number): _____
(In addition to the tables permanently at the site)
- 2.) USE OF PERSONAL GRILLS (Number/Description): _____
(In addition to the grills permanently at the site)
- 3.) SIGNS, POSTERS, OR FLYERS (Description must accompany the application): _____

- 4.) ATHLETIC FIELD: _____
- 5.) OTHER: _____

Please see next page>

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 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 save 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.

DATE: _____
APPLICANT SIGNATURE

(FOR OFFICE USE ONLY)

	APPROVED	DISAPPROVED
PERMIT:	_____	_____
SPECIAL REQUESTS:		
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

DATE: _____
SIGNATURE

TITLE