

MONTGOMERY COUNTY PARKS AND RECREATION DEPARTMENT

PICNIC SHELTER RESERVATION & USAGE POLICY

1. Reservations will be made on a first come, first serve basis. Applicants must be eighteen (18) years of age to reserve a facility, and responsible adult must be present at all times during the use of facilities to insure that the facilities and surrounding grounds are utilized in a safe and orderly manner.
2. An approved rental contract must be available during the event. The contract reserves only that portion of the park indicated on the "Specific Area Requested" section of the permit. Other areas of the park remain open for use by the general public.
3. Reservations can be made by phone (931-648-5732) on the web at www.montgomerycountyttn.org/county/parks/default.aspx, or at the Parks Office located at 1030 Cumberland Heights Road.
4. Rental fees must be received within 5 business days after making the reservation or the reservation will be cancelled.
5. Full payment must accompany the completed reservation contract. Checks are payable to: **Montgomery County Trustee.**
6. Refund request must be received within fifteen (15) days prior to the date of reservation to be considered for a full refund. Reservations cancelled less than two weeks in advance are eligible for a refund less a 25% processing fee. The rental contract and receipt must accompany the written request for refund.
7. No refunds will be made due to inclement weather. In case of inclement weather, the park user has three (3) working days to call and schedule an alternate date.
8. Small radios and small sound systems are permitted. Electricity is not available.
9. Possession or consumption of alcoholic beverages is prohibited.
10. All trash must be bagged and removed from the park or bagged and placed in dumpster. Patrons should leave rental areas in clean and orderly condition. Failure to comply may result in the contract holder being billed for any additional cost for repairs or replacement of damaged items or cleanup required.
11. Site must be vacated before dusk.
12. The use of tape, glue, nails, tacks, screws, staples, or other fasteners that may scratch or otherwise damage surfaces of picnic shelters or tables are prohibited. Paint and chalk marks are not allowed on sidewalks or other surfaces.
13. The following activities require the express written approval of the Parks Director: Conducting camps, fairs, exhibitions, rallies, races, walks, athletic league games and other organized events; Charging of fees for any activities or services; The sale of food, beverages, other goods or services; Fundraising activities; Erecting tents, canopies, inflatable amusements, or other structures. Such activities require park users to provide a \$1M Insurance Policy, listing Montgomery County Parks Dept. as additional insured.
14. All vehicles must be kept in designated parking areas and are not allowed to be driven or parked on any grass areas, sidewalks, or trails.
15. Burning is not permitted outside of the designated areas such as grills.
16. Failure to comply with above guidelines may result in the revocation of the contract, forfeitures of any fees paid for the contract and loss of future reservation privileges.

If there is someone occupying your rental space, present the contract to him or her and ask him or her to vacate. If you need further assistance please contact the Montgomery County Sheriff's Department Non-Emergency Number: 931-552-1011. For after hours maintenance assistance call 241-7026.