

Most City of Delaware Parks Natural Resource facilities are open for community use on a first come, first served basis. However, Department and City programs and events may be scheduled at various times throughout the year limiting the community's open use of these facilities. Individuals or groups may reserve the use of a particular facility on a specific date and time by submitting their request on the FACILITY REQUEST FORM. **The date will not be confirmed until the written request is approved and full payment is received.**

General Rules

1. No person or club shall reserve and/or rent park and recreation facilities in the City without first completing the Recreation Services Facility Request Form at least four working days prior to the date that reservation or rental is desired.
2. Confirmation of the reservation is payment at the time of the request.
3. **Approved requests will have priority use of facility.** If someone other than paid renter should happen to be utilizing the facility and refuses to vacate when requested, the renter should contact the City of Delaware Police Department at (740) 203-1111 and be able to provide their receipt of paid reservation of facility.
4. Renters, by virtue of the rental contract, accept financial responsibility for all damages, including littering, done to City property during the period of the contract.
5. The Department may require the applicant to post a deposit as a guarantee that any damage shall be repaired.
- * 6. A Certificate of Insurance appropriate to the intended use may also be required. (*)
7. No person shall transport, distribute, possess or consume alcoholic beverages in any City park or facility.
8. No motor vehicle shall leave the paved roads or parking areas and in no case shall be operated on the grass areas in the playing field areas or ball fields.
9. Fires in City parks shall be built only in fireplaces, grills or other places provided for such purpose.
10. Renter shall not charge any fee or admission charge or accept donations for an event unless expressly permitted by the rental agreement.
11. Renters shall not operate a concession stand or point-of-sale function unless specific arrangements are provided for the same in the rental contract.
12. All City parks shall be closed and a curfew imposed between the hours of 8:00 pm & 8:00 am October 1 to April 1 and 11:00 pm & 8:00 am April 1 to October 1. Any additional exceptions shall be granted only to persons engaged in a Parks & Natural Resources sanctioned/sponsored program, activity or event.
13. Use area in accordance with Chapter 933 Parks as outlined in the Delaware, OH Code of Ordinances.
14. Organized nonprofit groups with current 501 (c) 3 or 501 (c) 4 status may need to submit verification forms.
15. **In case of cancellations, the renter may choose to receive a full credit for a future rental. If the renter prefers a refund, the City will refund 90% of rental fee UPON RECEIPT OF WRITTEN REQUEST up to 30 calendar days prior to reserved date; 50% of fee prior to 14 calendar days; and no cash refund (credit only) less than 14 calendar days prior to reservation date.**

3-Season Shelter

- **Groups are responsible for their own decorating and clean up after their rental.**
- **Groups needing to decorate and/or set up must reserve the necessary time at the current rental rate. Groups are not permitted to use the facility longer than the hours reserved.**
- **Key pickup and return:** The key to the 3-Season Shelter must be picked up at Parks and Natural Resources Offices (440 E William St; 7 am-4 pm Monday-Friday), the business day prior to or on your reservation date. The keys may not be duplicated. Keys are to be dropped off at Mingo Recreation Office the business day following your reservation date.
- **Key Rental Policy** – A key rental form must be completed and turned in to Parks and Natural Resources Office at time of key pick up which states that a fee of \$50 will be charged for keys not returned to Mingo Recreation Office within 3 business days of facility rental.
 - Renter is responsible for locking the facility at the end of the rental time.
 - Smoking is prohibited in the facility.
 - No balloons allowed. (3-Season Shelter).
 - No craft activities unless tables are covered.
 - There are no paper products of any kind in the 3-Season Shelter.

*** Any groups (for profit/nonprofit/government entity) are required to provide a certificate of liability insurance (COI) naming the City of Delaware as additional insured.**