TOWN OF SNEADS
Policy and Procedures

Rental and Use of the Picnic Shelters at Sneads Park, Lake Seminole

PURPOSE: To provide guidelines for the public concerning the rental and use of the picnic shelters and other facilities at Sneads Park, Lake Seminole. To establish a fee structure and rules for reservations and cancellations of the Sneads Park. To implement strategies to maintain the facilities, to ensure cleanliness and safety for the public's continued use.

POLICY: It is the intent of the Town of Sneads to maintain the Picnic Shelter's and associated facilities for the use of the general public. In order to accomplish this and ensure safety and economic feasibility this policy has been established.

1. **RENTAL**- The Picnic Shelters may be rented for use by the general public on a per day basis. A day is defined as a period from **6:00 a.m. til 9:00 p.m., CST.**

2. **RESERVATIONS -** The Picnic Shelter's may be reserved at Sneads City Hall, Monday- Friday during normal business hours. The shelters may be reserved no more than six months in advance. Shelters are available for use on a first come basis when not reserved. Shelters will **not** be reserved on summer holidays. (Memorial Day, Independence Day and Labor Day)

3. **FEES-** Rental fees are **$75.00 per day**. Reservations are not made until fees have been paid.

4. **CANCELLATION -** Reservations must be cancelled two weeks **before** the rental date to receive a full refund. If cancellation is not made **within** the two-week rental date, the entire rental fee is forfeited.

5. **CLEANING -** All trash, debris, decorations and materials placed at the shelters by the renter must be removed or placed in trash cans by the renter before the end of the rental period.

6. **EVENT DURATION -** All events must conclude by **9:00 p.m., CST.** The facilities may remain in use only for clean up after 9:00 p.m., CST. The shelters must be ready for others before 6:00 a.m., CST.

7. **INFORMATION** - Should you have questions or problems call City Hall, Monday- Friday, 7:00 am to 4:00 pm @ 593-6636. After hours, call Sneads Police Department @ 593-6403.

SNEADS PARK
LAKE SEMINOLE
PICNIC SHELTER RULES

The following rules have been established and a copy will be provided to each renter. Renter's signature is required on this form when renting a picnic shelter.

1. The renter is responsible for any damages to the shelter, its contents, the grounds and property including water and electrical while in use by the renter. This including damages caused by others as guest of or otherwise used with permission of the renter. The renter is responsible for reporting any damages immediately.
2. All children/ minors must be supervised by adults.
3. **NO** alcoholic beverages allowed. **NO** pets allowed.
4. Grills at the shelters may be used. The grills must be cleaned out after use. The renter is responsible for making sure ALL fires or flames have been put out before leaving.
5. Do not leave refreshments or supplies. If items are left behind the Town will dispose of them and additional fees may be imposed to the renter.
6. Remove ALL decorations. Remove nails, staples, tack, glue, tape or adhesive.
7. All garbage must be put in the trash cans or taken with you.
8. Sweep under picnic shelters area after use.
9. Make sure all water and electricity have been cut off.
10. Shelters must be vacated by 9:00 p.m., CST, except for cleaning.
11. The shelters must be cleaned and in good condition after use. If it is determined that additional cleaning is required or if damages are discovered after inspection additional fees may be imposed.

Signature of Renter states that they have read and understand these rules and will assume full responsibility for compliance.

_____ _____
Renter's Signature Today's Date

_____ _____
Renter's Name (Print) Renter's Phone #

_____ _____
Renter's Address City, State & Zip

_____
Reservation Date

Circle which Picnic Shelter Renting:

Water Shelter (LS- 60) – 1st one on the right

Playground Shelter (LS- 54)- the next one on the left around the circle