

## Picnic Shelter & Green Space Rules



1. **Rental hours are 8:00 a.m. to sunset.**
2. **Reservations can only be made until the close of business on the second to last business day prior to a requested weekend.**  
*Examples: By 4:00 p.m. on Thursday for a Saturday rental during a normal week. If Friday is a city holiday, then the rental needs to be complete on Wednesday.*
3. All trash and materials must be cleaned up and disposed of properly.
4. **No decorations may be attached to shelters or tables. Prohibited items include: No staples, nails, pushpins, tacks, paint, glitter, artificial petals, rice, birdseed, and any other scattered décor. No confetti or powder cannons allowed.**
5. Maximum shelter capacity must not be exceeded.
6. Picnic tables must not be moved in or out of a shelter.
7. Vehicles must remain on roads and be parked in designated areas. Driving to the shelter is strictly prohibited.
8. **Electricity is not guaranteed, even when outlets are present.**
9. Cooking is only permitted in installed grills, or by use of personal propane and electric grills, or canned fuel (sterno). Do not dump coals from installed grills on ground or in trash receptacles.  
**Personal charcoal or wood burning grills, smokers, and all fryers are strictly prohibited.** Catered charcoal and wood grills are permitted with advance permission and approved insurance. These requests must be made through the shelter office.
10. No fires, torches, or any other open flame outside of approved cooking equipment.
11. **The following are prohibited with a picnic shelter reservation:**
  - Amplified sound and DJs
  - Gambling or games of chance
  - Profanity
  - Launching or landing any aircraft, rocket, or balloon
  - Hunting
  - Petting zoos or pony rides
  - Vending or commercial activity
  - Glass containers
  - Weapons
  - Dunk tanks & inflatable pools
  - Collecting of fees or donations
  - Fireworks
  - Golf
  - Alcoholic beverages and illegal drugs
  - Motorized train rides
  - Disruptive behavior to other park patrons
  - Illegal activity
12. **Bounce house and inflatable amusements:**
  - **Only designated parks can accommodate bounce houses or inflatable amusements**
  - Only one (1) bounce house or inflatable is permitted per shelter rental. (Inflatables may not exceed 20'L x 20'W x 17'H)
  - Water amusements, water balloons or wading pools are prohibited.
  - Bounce house vendors must bring their own generators and weights, as **staking is strictly prohibited.**
  - Only vendors from the approved list are permitted to operate, and you must provide them with a receipt of the shelter rental, or they will not set up. First come shelter use may not have a bounce house or inflatable amusement.
13. Removal of department signs, forms, or other materials is prohibited without authorization of department staff.
14. Sleeping or reclining in a horizontal position is prohibited in shelters and in/on other park facilities and amenities.
15. A representative of the rental party must be on site during use to serve as liaison between the group and park staff.
16. Any skates, skateboards, and similar equipment may be restricted or prohibited in locations as determined by park staff.
17. No person or group shall interfere with any recreational activities or events authorized by the City.
18. Any section or part of any park or facility may be declared closed to the public at any time or limited to certain users or times as public interest demands or safety and security indicates.
19. Pool, splash pad, or beach access is not guaranteed when renting a shelter.
20. **Advance permission and approved insurance may be required for the use of outside equipment and/or catering.**

**Failure to abide by these rules may result in violators being ejected from the park with no refund. Park management retains the authority to ask any group using a shelter to disperse and vacate the area.**

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## Picnic Shelter & Green Space Rules

**Lost and Found:** The City of Tampa, Parks and Recreation Department is not responsible for any lost or stolen items or items left unattended or forgotten.

**Trespass:** Any person or group found in violation of the above rules and regulations shall be ordered to leave all City of Tampa parks, beaches and recreation facilities for a minimum 24-hour period. Any person who fails to leave all facilities, parks or beach at the time requested may be arrested and prosecuted for trespassing or prosecuted under other existing ordinances.

**Damages:** The applicant shall be responsible for any damages to city property caused by any of the users of a permitted shelter or green space. This shall include materials, labor, and equipment required to repair damages.

**Inclement Weather, Cancellation and Change Policy:**

**Cancellations with refund may be requested up to 14 days prior to the reservation date. A \$15 processing fee will be assessed for all customer-initiated refunds. No refunds will be provided within 14 days.**

- If inclement weather prevents the use of the shelter, you may reschedule your event or request a refund with proper notification by contacting the Tampa Parks and Recreation Department the first business day following your rental. Applicants must email the request to **Park\_Shelters@tampagov.net** or present a copy of your Reservation Receipt to the Tampa Parks and Recreation office.
- Refunds will only be given to the original applicant listed on the Permit. Refunds will be reimbursed to the credit card. If payment was made by cash or check, a refund check will be mailed to the address of the person/organization paying the rental fee. Issuance of refund checks takes approximately 4-6 weeks.
- Once a shelter is occupied, there are no refunds due to rain or bad weather.
- The City reserves the right to cancel reservations at their discretion, for any reason, including maintenance, unsafe conditions, or declared emergency. Refunds will be provided without a fee for these instances.

**Rescheduling:** Reservations may be modified (change the location, date, etc.) by contacting our office at least **seven (7) days** prior to the scheduled use. All modifications are subject to availability and a \$15 rescheduling fee. A reservation may only be rescheduled once.

If you encounter problems at the shelter, please locate the Park Attendant or call the Park Security Office at **(813) 931-2168**. Should you get the voicemail, please state the name of the park, shelter number, the nature of the incident, your name and phone number. The line is checked every hour and someone will assist you.

**For Tampa Police Non-Emergency (813) 231-6130**

**If you have an emergency, please call 9-1-1**

**HOLD HARMLESS & ACKNOWLEDGEMENT**

By agreeing to these terms, applicants indemnify, defend and hold harmless the City of Tampa, its employees, officers and agents from any and all liability, demands, claims, damages, expenses (including attorneys' fees) proceedings and cause of action of every kind and nature arising out of or connected with the applicant's (i) use, act, omission, injury, accident, occupation or control of the Department managed land or recreational facility (and any improvements thereon including any furniture, furnishings, equipment, or fixtures utilized in connection therewith) subject to the approved permit; and (ii) any breach of the approved permit.

The applicant further agrees that it will, at its own cost and expense, defend any and all actions, suits, or proceedings which may be brought against the City of Tampa, its employees, officers and agents in connections with said Department managed land and facilities (and any improvements thereon including any furniture, furnishings, equipment, or fixtures utilized in connection therewith) arising from applicant's activities, omissions, accidents, injuries, and damages on said property and will satisfy, pay, and discharge any and all judgments that may be entered against the City of Tampa, its employees, officers and agents in any such proceeding.

**By signing this application, you are stating that you agree to comply with the shelter and green space rules, the City of Tampa Code of Ordinances, and any other requirements provided by law.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Park: \_\_\_\_\_ Shelter #: \_\_\_\_\_ Reservation Date: \_\_\_\_\_ HH #: \_\_\_\_\_