



Botetourt County Picnic Shelter Rental Usage Policy

Introduction

This rental usage policy applies to all picnic shelters managed by the Botetourt County Department of Parks, Recreation and Tourism. This includes picnic shelters located at Buchanan Elementary, Blue Ridge Park (Shelters A & B), Cloverdale Elementary (Shelters A & B), Greenfield Elementary and Troutville Elementary.

Hours of Use

Picnic shelters are maintained and available for use from dawn to dusk for general public use on a first come, first serve basis, unless otherwise reserved as according to this rental usage policy or limited by Botetourt County School or Recreation Department activities.

Picnic shelters located on Botetourt County School property are restricted to use by school employees and students only, during regular school year and hours of 8am to 2:30pm, Mon-Fri.

No activity or rental will be permitted to extend past 11pm.

Pricing

Reservations can be made for up to one year in advance of the date requested.

LARGE PAVILIONS – Blue Ridge Park (A) & Troutville Elementary (*Seat around 90 to 100*)

- Non-resident/Corporate, weekday...\$45.00
- Non-resident/Corporate, weekend...\$60.00
- Resident/Non-profit, weekday...\$35.00
- Resident/Non-profit, Weekend...\$50.00

SMALL PAVILIONS – Blue Ridge Park (B), Greenfield Elementary, Buchanan Elementary, Cloverdale Elementary (A- Beside School) & (B- Read Mountain Road) (*Seats around 30 to 40*)

- Non-resident/Corporate, weekday...\$35.00
- Non-resident/Corporate, weekend...\$50.00
- Resident/Non-profit, weekday...\$25.00
- Resident/Non-profit, Weekend...\$40.00

Payment Policy

Payment is to be made in full at time of reservation. Methods of payment include cash, check or credit card (MC, Visa or American Express).

Checks should be made payable to:
Botetourt County Parks, Recreation and Tourism Department
30 West Back Street, #4
Fincastle, VA 24090

Hours of Operation: M-F, 8:30-5pm
Phone: 540-473-8326
Email: Recreation@botetourt.org
Web: www.botetourt.org/recreation



Picnic Shelter Application
Botetourt County Parks and Recreation
30 West Back Street, # 4
Fincastle, VA 24090

Organization _____	Contact Name _____
Address _____	City _____ State _____ Zip _____
Day Phone _____	Evening Phone _____
Email _____	Attendance _____ Admission Fee _____
Facility _____	Date _____ Cost _____

General Information

- Once all fees (if applicable) are paid, the reserving party will be issued a Reservation Permit outlining details pertinent to their reservation. This permit will also serve as permission as the exclusive user of the shelter for the date and time specified.
- A reservation schedule will also be placed in message boards at Blue Ridge Park & Cloverdale which are the two most heavily used rental locations.
- It is the responsibility of the renting party to take down and dispose of any decorations and is responsible for placing all trash and debris in provided containers.
- Any damages resulting from conduct by the reserving party will be billed directly to the permit holder.
- Private vehicles may not be driven or parked on grass, sidewalks, service driveways, or emergency zones. Only parking lots may be used for loading and/or unloading.
- Selling, opening, possessing alcoholic beverages in any open container, or consuming any alcoholic beverage on County or School Board property is prohibited; other than in connection with an event or activity for which an ABC permit has been issued.
- Reservations cancelled by reserving party within 48hrs of event will be issued a full refund.
- Reservations cancelled by reserving party with less than 48hrs notice of event, fees will be forfeited.
- The Parks, Recreation and Tourism Department will approve or deny all facility reservation requests and reserves the right to cancel a reservation.
- The Parks, Recreation and Tourism Department will remove all trash and debris from receptacles and dispose of properly and make sure pavilion and restrooms (if equipped) are cleaned and ready for use for the next day in the event of back to back rentals.

I have read and understand all of the attached printed rules and regulations for use of the Botetourt County facilities. The group I represent will comply with all the attached rules and regulations.

Applicant's Signature _____ Date _____

OFFICE USE ONLY	
Total Due = \$ _____	Approved By _____ Date ____/____/____ Check # _____ Receipt # _____