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## W. W. WILLIAMS SHELTER AT WYMAN WOODS RULES AND REGULATIONS

- Rental of the W.W. Williams shelter is not a reservation of the Wyman Woods park. The parking lot, playground and other park amenities remain open to the general public. In addition, the restroom facilities in the shelter remain accessible to the public at all times.
- Additional tents, inflatables, dunk tanks or other devices may not be set-up in the park.
- Facility rental includes use of up to 144 chairs.
- **Wyman Park and W. W. Williams Shelter Hours are 8:00am-10:00pm.** Your event must not exceed 8 hours per reservation including set-up and clean-up. All events must end by 10:00pm; clean-up may extend to no later than 11:00pm.
- Renters are provided, via email, a door code for access the day and time of scheduled shelter rental. The keypad is next to the north facing door adjacent to the Men's restroom door.
- The sliding glass doors may only be opened from the inside of the shelter, and must be locked from the inside before leaving the facility. PLEASE BE SURE TO CONFIRM THE SHELTER IS SECURE BEFORE YOU LEAVE.
- Staples, nails, tape and screws may not be used in decorating facilities. Use wire or other non-marking methods of securing decorations.
- No confetti, glitter, sand, rice, birdseed or fireworks are permitted in facilities
- Bagged trash and separately bagged recyclables (cans, bottles, clean cardboard or plastic containers, rinsed juice boxes) should be left inside of the facility after your rental to prevent animals from disturbing the bags. Do not place used paper plates, plastic silverware, Styrofoam cups, or other used materials with recyclable materials.
- Any items left behind will be discarded.
- Please put out any fire in the fireplace before leaving the shelter. Shelter renters must provide their own firewood, and must take back unused logs.
- Please turn off the lights in the kitchenette and on the main floor after your reservation (exterior building lights and cupola lights are on a timer and cannot be manually turned off by those renting).

- If you experience a problem with your shelter rental, please contact the Police Dispatcher at 614-488-7901. The Dispatcher can then contact the proper city personnel to assist you.
- The person renting the shelter is responsible for securing the facility and is also responsible for any damages that occur during the rental, or after the rental if the shelter is left unsecured.
- Alcohol consumption is permitted in the shelter only with an approved alcohol permit and the payment of an additional fee. Under no circumstances may alcohol be consumed outside the shelter. For renters who are granted an alcohol license by the City, cash bars or the charging of drinks are not permitted.
- SMOKING IS PROHIBITED.
- Animals are prohibited in facilities and parks, except for service animals.
- Parking and driving: all motor vehicles must be parked and driven in the 51 parking spaces (in addition, there are two accessible parking spaces).
- Admission and Soliciting: No person may sell or offer for sale within the parks any article, thing, privilege, service or charge admission or sell tickets for any event taking place in the parks, unless authorized by the Director of the Parks and Recreation Department.
- Users are responsible to pay for any damage or activity which requires additional maintenance, clean-up or repairs by the Parks and Recreation Department. The Director will submit an invoice to the user issued the facility use permit for the additional charge.
- Live entertainment must have prior approval by the Parks and Recreation Director. Sound levels must be at a volume so as not to disturb adjoining residents of the park. Failure to comply may result in immediate termination of use.
- All users agree to abide by any and all rules and regulations. The park facilities are monitored by police and video surveillance.

