CITY OF ROYAL OAK
DEPARTMENT OF RECREATION AND PUBLIC SERVICE

STARR/JC PARK AND VFW PARK
PARK SHELTER RESERVATION/RENTAL POLICY

Shelter Hours of Operation

May through October 9 am – 9 pm

Rental Fee	**Weekdays**		**Weekends/Holidays**	
	Res.	Non-Res.	Res.	Non-Res.
Large Shelter	$45	$55	$60	$70
Small Shelter	$25	$30	$30	$35

Rental fee is payable at time of application.
Make checks payable to: ***Royal Oak Recreation.***

What's included:

1. Large shelter at Starr/JC has the equivalent of 10 picnic tables. Large shelter at VFW also has the equivalent of 10 picnic tables.

2. The two small shelters at Starr/JC include use of 4 picnic tables.

3. Restroom facilities are available. (VFW restrooms are located on the East side of the Salter Community Center.)

Rules Governing Picnic Shelter Usage:

1. Royal Oak residents have priority for shelter rentals January 2 – June 1 (The date for which they reserve a shelter can be anytime from May 1 through October 31). Starting June 2, non-residents may rent a shelter for the Summer or Fall. An adult must sign rental agreements.

2. Shelter is good only for date and time shown (there will be no rain dates.)

3. Permit must be retained at all times by user group and presented to City employee upon request.

4. Refunds are granted up to two (2) weeks prior to date reserved less 20%. **We must have the yellow permit back in order to process the refund**. There are no refunds given due to rain or poor weather conditions.

5. Group is responsible for leaving shelter area clean and orderly.

6. Loudspeakers or amplification of loud music is prohibited.

7. No pony rides are allowed.

8. **SOLICITATION OF FUNDS, GAMBLING, AND SERVING ALCOHOLIC BEVERAGES ARE NOT PERMITTED.**

9. Rental groups are responsible for all equipment, valuables, and clothing left in the Park Shelter.

10. Rental groups must assume all responsibility in case of accident or injuries to persons during rental.

11. Rental group shall agree to pay for all damages and losses that might occur to the premises being rented.

12. No alterations or additions in or to the premises shall be made; no holes shall be made or drilled in any part of the structure for any purpose.

13. **There is no electricity available**.

14. ***Vehicles must be parked in legal parking areas. There is no parking allowed on the park grounds.***

Procedures For Reserving Park Structures:

1. Permits must be obtained in person at the Recreation Office at the Department of Public Service, 1600 N Campbell Road, on the east side of Campbell, just south of 12 Mile Road, Monday through Friday, 8:30 am to 5 pm.

2. Royal Oak Residents may rent a shelter on a first come, first served basis beginning the first working day of January through June 1st. Non Residents may submit requests beginning June 2nd.

3. Proof of residency must be furnished upon request.

4. Rental fee is payable to *ROYAL OAK RECREATION* at time of application. We accept cash, check, VISA, Discover or Mastercard.

Revised 4/27/11