

USE OF HERITAGE PARK SHELTER HOUSE FOR SPECIAL EVENTS

The Heritage Park shelter house is owned by the City of Parker, Kansas and is intended for the use and enjoyment of the citizens of Parker and Linn County, Kansas. However, failure of anyone using the facility to abide by the following regulations may result in their being denied the use of the facility in the future.

USE RULES AND REGULATIONS

User shall be responsible for the following care and cleaning of the shelter house and surrounding areas used:

- A. Clean off tables and benches and return them to their original position.
- B. Restrooms are to be left in a neat and sanitary condition. Check to see that the restroom lights are off and make sure the stools are not running and water is off in the sink. Empty trash containers.
- C. No decorations are to be attached to the shelter house with nails, tacks, staples or permanent adhesive. You may use tape, but must remove it along with the decorations when the event has ended.
- D. Trash should be placed in the receptacles provided and taken with you when you leave.
- E. Turn out the lights when leaving.
- F. All parties using the shelter house shall be responsible for the payment of any and all damages to the structure, tables, benches and fixtures that are sustained during said event. Any damages occurring during use needs to be reported to a City Official as soon as possible.
- G. Failure to follow these rules can result in a forfeiture of your deposit and addition charges.

FIREPLACE

- A. **DO NOT** burn any trash or leaves in the fireplace.
- B. **DO NOT** put any flammable items on or near the fireplace
- C. **EXTINGUISH FIRE COMPLETELY** when your event is over.
- D. **DO NOT** put embers in the sinks, toilets, trash receptacles or on the park grounds.

EQUIPMENT

DO NOT remove any tables, benches or trash receptacles from the premises.

ALCOHOLIC BEVERAGES

NO Alcoholic Beverages or Illegal Drugs of any kind are permitted within the shelter house or on the grounds of Heritage Park.

SMOKING

Smoking is allowed in the shelter house. Please bring your own ashtrays and dispose of butts safely.

- A. **DO NOT** put smoking materials in the sinks, toilets, trash receptacles or on the ground.
- B. **DO NOT** extinguish smoking materials on the tables, benches or floor of the shelter house. Also **DO NOT** extinguish smoking materials on the cement floor or walkway.

MANAGEMENT OF THE SHELTER HOUSE

- A. All applications for use of the shelter house will be made to a representative of the City of Parker for reserving dates and collection of security deposits.
- B. The City shall have the authority to refuse the use of the shelter house to any applicant when it is determined the use of the facility would not be in the best interest of the City.