City of Tampa Picnic Shelter and Green Space Rules

It is the Tampa Parks and Recreation Department's goal to provide citizens with a safe environment in which recreational opportunity can be maximized. Due to the wide variety of patron needs and use of City property, it is necessary to establish the following rules and regulations.

1. **Rental Hours are 8:00 a.m. to sunset**, unless otherwise posted or approved. The Facility Reservation Sales Receipt entitles the renter to exclusive use of the facility reserved only for the dates and times indicated on the receipt (no additional setup/cleanup time is allowed). Uses that exceed the normal operating hours of the facility may be charged additional fees.

2. **Clean-up:** All trash must be bagged and disposed of in receptacles provided. If trash cans will not be adequate for disposal, it is the renter's responsibility to remove and dispose of excess trash onsite.

3. **Decorations:** Only removable adhesive tabs are allowed for securing decorations. Staples, nails, tape, pushpins, adhesive backed decals, tacks or paint are prohibited. Metallic decoration sprinkles, glitter, confetti, rice, and birdseed are prohibited. All decorations must be removed and disposed of properly. Under no circumstances are signs to be nailed, pinned, or stapled to any tree, park sign, facility, and/or along the roadways. Candles are prohibited.
   a. Helium balloons are allowed provided they are securely anchored or strung together (e.g., arched); they are removed at the completion of the event. Air tanks are prohibited inside the shelter.

4. **Shelter capacity** shall not exceed maximum capacity stated on Facility Reservation Sales Receipt and on the shelter capacity sign. Groups that exceed the maximum occupancy limit will forfeit use of the shelter and may be charged additional fees.

5. **Picnic Tables** are provided in the shelters. Picnic tables may not to be moved in or out of the shelter.

6. **Vehicles** must be parked in designated parking lot areas. Driving to the shelter is strictly prohibited.

7. **Electricity** in the shelter is not guaranteed due to overloading, malfunctions and/or vandalism. Tampa Parks and Recreation Department will make every effort to ensure electrical outlets are in proper working order; however, a refund will not be granted due to a non-working electrical outlet or lights. Moon bounce vendors are prohibited from using electricity.

8. **Charcoal Grills** are provided on site. Hot coals must be extinguished prior to leaving and dumped in coal buckets provided at the shelter. Do not dump coals in trash receptacles or on the ground. Personal propane, electric grills, and use of canned-heat (sternos) are permitted. Personal charcoal/wood burning grills and fryers are strictly prohibited.

9. All fires must be in a grill provided by the Parks & Recreation Department. Ground fires are strictly prohibited.

10. **The following are prohibited with a picnic shelter reservation:**

a. Amplified sound and DJs
b. Vending and/or commercial activity
c. Collection of fees and/or donations
d. Gambling and/or games of chance
e. Glass containers
f. Alcoholic beverages, illegal drugs and illegal activities
g. Tobacco products
h. Profanity
i. Weapons
j. Rocket launching
k. Hot Air Ballooning
l. Flying model airplanes
m. Fireworks
n. Hunting
o. Dunk tanks
p. Golf
q. Petting zoos and/or pony rides

11. **Bounce Houses/Inflatable:** One (1) inflatable is permitted per shelter rental. Water inflatables and wading pools are prohibited in city parks. Vendors are prohibited from staking into the ground and using park electricity for their equipment. Vendors must provide a generator when setting up bounce house/inflatable in a City park. Only vendors who have provided the City with necessary documentation may provide the equipment. For a list of vendors, please contact Shelter Reservation Office.

12. **Department signs,** forms, and other materials are not to be removed or altered unless authorized by the department representative in charge.
13. **Sleeping** or reclining in a horizontal position is specifically prohibited in the following: shelters, building, restroom, trash receptacle, bench, picnic table, as well as recreational activity areas (such as athletic courts and fields, dug outs, and playgrounds), pedestrian or vehicular traffic ways (such as roads, sidewalks, bike paths, and jogging paths), and landscaped areas (such as flower gardens, hedges, and planters).

14. **Representative:** Applicant agrees to be present on site at all times during the function at the facility, or designate a representative who will be there to serve as a liaison between the facility staff and event goers at all times during the term of the permit. The applicant is responsible for all actions, behavior and/or damages caused by his/her guests/attendees.

15. **Skates,** skateboards, roller skates, incline skates and similar equipment may be restricted to certain times and locations by Parks and Recreation officials for safety reasons.

16. **Interference with Authorized Activities:** No person or group shall interfere with any recreational activities or event authorized by the City’s Parks and Recreation Department.

17. 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.

18. **Pool and beach access** is not guaranteed when renting a shelter. Beach water quality is monitored by the Florida Department of Health and may be deemed off limits to swimming. Refunds will not be given due to the unavailability of a pool or beach water access.

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. Additional fees may apply.

**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.

**Inclement Weather, Cancellation and Change Policy:** 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 mail or present a copy of your Facility Reservation Sales Receipt and the original white receipt to the Tampa Parks and Recreation Department office.
- A $15 processing fee will be assessed for all refunds. 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/damage deposit fee. Issuance of refund checks takes approximately 4-6 weeks.
- Refunds will only be given to the original applicant listed on the Facility Use Permit.
- Once a shelter is occupied, there are no refunds due to rain or bad weather.
- All rescheduled events are subject to availability.
- A $15 processing fee will be charged for all cancellations/refunds.

**Rescheduling:** Reservations may be modify (change the time, 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.

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 recorder, 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.

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