

# RANDOLPH PARK FACILITY USAGE AGREEMENT

## I. Facilities and other important information

Randolph Park facilities available for rental include the *Pavilion, Gazebo, DHS Shelter, and Small Picnic Shelter* are described as follows:

*(1/2 hour of time will be mandatory between reservations for staff clean up purposes)*

1. **Large Pavilion** – Located above the pool facility at the left of the park adjacent to the public restroom and playground facility. (Indicated by a large stone fireplace in front and large green metal roof) Three grills are located at the Pavilion area. Renters must bring own charcoal. Lights and electricity (6 120 volt, 20 amp breakers) are available. There are a total number of 32 picnic tables.

**Groups in numbers above 80 up to 150 people are entitled to reserve ONE-HALF of the Pavilion and are entitled to 16 picnic tables.** Renters must understand another rental group or general public will have access to the other half of the shelter at the same time.

**Groups of 150 or more MAY rent the entire pavilion.** This pavilion holds approximately 350 people.

The surrounding area makes for a comfortable environment for patrons to bring additional chairs for a total capacity of about 500 people. Groups larger than 500 are allowed but need to determine if park amenities such as pool, ball-courts, and playground areas will offset bulk attendance at pavilion.

**Cost is \$15.00 per hour for half or \$20.00 per hour for entire pavilion.** (Price per hour will be determined by park manager on groups larger than 500.)

2. **Large Gazebo** – Located at the left rear of park near the woods. (Indicated by black metal roof. Roof visible from road but most of gazebo is secluded) Use large parking lot at the back of park to access Gazebo. Three grills are located at the Gazebo area. Renters must bring own charcoal) (Electricity is available) The Gazebo has **seven** picnic tables and a seating capacity of up to 60 people. *(NOTE: Restroom facilities are located approximately 100 yards away from this shelter.)*

**Groups up to 60 people or less MUST reserve the Gazebo.** There is no lighting at this facility. The surrounding area makes for a comfortable environment for patrons to bring additional chairs for a total capacity of about 75 people.

**Cost is \$10.00 per hour.**

3. **DHS Shelter** - Located in the edge of the woods directly behind the playground. (Shelter is mostly secluded and slightly visible from parking lot) Use parking lot area at playground located beside large Pavilion. Walking approximately 80 yards from parking lot to shelter is required. Shelter includes two grills (bring own charcoal) and 10 picnic tables and 4 benches. **Groups up to 100 people or less may reserve the DHS Shelter**  
There is lighting and electricity at this facility. The surrounding area makes for a comfortable environment for patrons to bring additional chairs for a total capacity of about 110 people. *(NOTE: Restroom facilities are located approximately 60 yards away from this shelter.)*  
**Cost is \$10.00 per hour.**
4. **Small Picnic Shelter** – Located at the rear of park adjacent to the pond. (Indicated by green metal roof and entire facility is visible from road) Use large parking lot at the back of park for access. Shelter includes two grills (bring own charcoal) and eight (8) picnic tables. **Groups up to 80 people or less MUST reserve the Picnic Shelter**  
There is no lighting or electricity at this facility. The surrounding area makes for a comfortable environment for patrons to bring additional chairs for a total capacity of about 100 people. *(NOTE: Restroom facilities are located approximately 200 yards away from this shelter.)*  
**Cost is \$10.00 per hour.**

### **Important Information:**

- **Checks are made payable to the "County of Pulaski".**  
*(Not "Randolph Park" or the "Visitor Center".)*
- **Absolutely NO ALCOHOLIC beverages permitted anywhere in the park. Possession of alcohol will result in charges and court appearance as well as immediate park dismissal or arrest.**
- **The Park Manager must approve requests to bring musical groups, sound equipment, large kid toys, generators, etc. onto park property. You must advise the Visitor Center staff of your plans for these items when making reservations, otherwise, they will not be allowed.**

- The person or entity making the reservation named on the document is responsible for the entire group. Any concerns by park staff will be address with the person named on the usage agreement and held accountable for group violations while on park property.
- All freestanding grills, cookers, etc. must be used outside of the shelter on the grass or gravel areas. Absolutely no grills permitted on concrete flooring. All grills and cookers must contain a grease catcher.
- No vehicles are to be parked or pulled on the grass. A fee will be accessed for any property damages.
- Moving picnic tables outside of the shelters is not permitted unless granted permission by park manager. If permission is granted, all tables must be returned to proper place.
- The playground is open to the public at all times, picnic tables inside the playground area cannot be reserved.
- Horseshoe pits are open to the public and horseshoes are provided by the park. Groups desiring to use volleyball/basketball courts and/or baseball fields must provide their own balls and equipment.
- The pool is open to the public during normal operating hours. Thus, no group parties are allowed at the pool facility. Pool entry and fees associated are entirely separate from shelter reservation fees.
- Birthdays Parties at Facilities:
  1. No confetti or silly string is allowed.
  2. Absolutely NO nailing or tacking decorations to structures (tape or rope only and all tape is to be removed)
  3. Any party decorations or amenities must be removed or a \$20 fee will be assessed for clean-up.
- Violation of park rules and regulations will result in permanent ban from making future reservations and possible park entry.

## II. Park Regulations

- a. The natural areas of the park including woodland walking trails, small and large gazebos, picnic shelters are open to the public during park hours. **Shelter facilities are not available to general public if groups have these reserved.**
- b. **Park hours are as follows:**  
November through March 6:30 a.m. till 7:00 p.m.  
April – October 6:30 a.m. till 9:30 p.m.  
(Park gates will be closed promptly at the advertised time)  
**Evelyn Alexander Water Park Pool hours are as follows:**  
10:00 a.m. – 7:00 p.m. – Monday through Saturday  
12:30 p.m – 6:00 p.m. – Sunday  
***Pool hours are subject to change due to inclement weather!***
- c. Vehicle parking is permitted in the designated parking areas only.
- d. Motorized vehicles, roller blades, skateboards, and bicycles are not permitted on the trails, the natural areas of the park, or in any of the shelter areas.
- e. **Public use or display of alcoholic beverages is prohibited in the park and punishable by law enforcement. (Violators will be charged and/or arrested)** *Virginia Law prohibits open public consumption of alcohol unless granted by permit.* Immediate dismissal of individuals and/or groups will also occur.
- f. Hunting is prohibited. (Violators will be arrested) Bearing firearms requires proper permit.
- g. Disorderly conduct is not permitted in the park.
- h. Children under 12 years are not permitted in the park without adult supervision.
- i. All pets must be on a leash.
- j. Persons using the park trails and other park facilities do so at their own risk. Pulaski County is not liable for personal injuries that occur in Randolph Park.
- k. Absolutely no trespassing on adjacent private land.
- l. No littering. Please help keep the park clean by placing trash in receptacles.

## III. Uses Allowed

Any of the above buildings identified under Section I shall be made available to an individual(s), private group, club and/or organization. The County of Pulaski does not discriminate based on creed, race, or gender nor against any religious or faith based organizations. All uses must be in accordance with the laws of Pulaski County, the Commonwealth of Virginia as well as additional park regulations.

#### IV. Fee Submittal

- a. All shelter reservation fees are listed above in section 1. (Reservations may begin at 8:00 a.m. and must end at 9:00 p.m. daily)
- b. Full Payment of the reservation is due to the Visitor Center within **five** days of request. If payment is not made within five days, the shelter requested becomes available for other requests. (Regardless of the time of year)

**A Facility Usage Agreement must be signed and returned to the County Visitor Center and upon receipt of all fees and the Facility Usage Agreement, reservations will then be confirmed by the appropriate Visitor Center or County staff member.**

Checks are to be made payable to the **"County of Pulaski"** and sent to the:

**PULASKI COUNTY VISITOR CENTER** at 4440 Cleburne Boulevard, Dublin, Virginia 24084.

**PLEASE INDICATE ON THE MEMO PORTION OF CHECK THE NAME OF THE SHELTER, DATE, AND TIME OF RENTAL.**

- c. A refund of shelter fees will be given only if cancellation is received two weeks prior to the scheduled use of the facility; however, a \$10-\$20 fee will be deducted from the refund to cover administrative costs (*depending on the facility that was reserved*). There will be no refunds if the event is cancelled within seven days prior to the event(s).

**No refunds are given due to inclement weather, no exceptions.**

*Requests for rescheduling a reservation that is cancelled at the last minute for a valid reason will be determined by the manager of Randolph Park!*

#### V. Insurance Requirements

All users shall be responsible for the care of the shelters and shall indemnify the county for damages resulting from use of the shelters. The county may require a certificate of insurance prior to the occurrence of the activity if the proposed use poses, in the opinion of the Park Manager, a risk greater than a typical gathering.

If a Certificate of Insurance is required, the County, in cooperation with their Insurance Provider, will determine coverage requirements. In all cases requiring insurance, the County of Pulaski will be named as an "Additional Insured" and Certificate Holder.

VI. **Reservation Procedures**

All uses allowed under Section II and III shall obtain usage of the building through the following procedure:

Anyone desiring to reserve a shelter may contact The Pulaski County Visitor Center at 674-4161 during the hours of 9 am to 5 pm, Monday through Saturday. Visitor Center staff will ask for desired date and time, name of event, name and address of person, business or organization making the reservation. If the desired date and or time is already booked, the Visitor Center staff will suggest other dates and times possibly available.

VII. **Security and Cleanup**

All individual(s), private groups, clubs and organizations using any of the structures outlined in Section I shall be responsible for cleanup and replacement of any damaged equipment, materials, furnishings etc. shall be the full responsibility of the individual(s), private group, club and/or organization. A fee will be charged for failure to properly clean up facilities after usage. Park staff will empty trash containers.

# **RANDOLPH PARK FACILITY USAGE AGREEMENT FORM**

NAME OF SHELTER TO BE USED: (Large Pavilion, DHS Shelter, Gazebo, and/or Small Picnic Shelter)

\_\_\_\_\_

NAME OF INDIVIDUAL(S), PRIVATE GROUP, CLUB AND/OR ORGANIZATION REQUESTING SHELTER:

\_\_\_\_\_

DATE AND TIME FRAME THE FACILITY IS NEEDED:

\_\_\_\_\_

TYPE OF GATHERING (Birthday party, reunion, company picnic, church gathering, etc.)

\_\_\_\_\_

TOTAL NUMBER OF ESTIMATED ATTENDEES:

\_\_\_\_\_

NAME OF INSURANCE CARRIER: (If required by county)

\_\_\_\_\_

All users shall be responsible for the care of the facility and shall reimburse the county for damages resulting from use of the building. Alcoholic beverages are absolutely prohibited on park property.

Cleanup and replacement of any damaged equipment, materials, furnishings, etc. shall be the full responsibility of the user of the shelter. Failure to make necessary repairs or cleanup of area used may restrict or prohibit further use of the structure.

*I HEREBY CERTIFY THAT I DULY REPRESENT THE ABOVE INDIVIDUAL(S), PRIVATE GROUP, CLUB AND/OR ORGANIZATION AND HAVE **READ AND UNDERSTAND** THE ENTIRE FACILITY USAGE AGREEMENT RULES AND REGULATIONS AND HEREBY CONCUR WITH THE STATEMENTS AND POLICIES AS OUTLINED IN THE USAGE AGREEMENT.*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

**Date:** \_\_\_\_\_