

RANDOLPH PARK
FACILITIES USE AGREEMENT
(Revised March 2017)

I. Facilities and other important information

Randolph Park facilities available for rent include the Bruce Fariss Pavilion, Gazebo, Dublin High School (DHS) Alumni & Memorial Shelter, and the Small Picnic Shelter. Each shelter is described below. (One-half hour is required between reservations for staff clean up purposes). Shelter rental fees DO NOT include admission to the waterpark.

A. **Large Pavilion** – this shelter is located nearest the water park, public restrooms and playground. It has a large stone fireplace and green metal roof. Three grills are located at the Pavilion area. Renters must bring their own charcoal. Lights and electricity (6 each 120 volt, amp breakers) are available. A total of **32 large picnic tables** are available.

Groups with 80 to 150 people may reserve ONE-HALF of the Pavilion and are entitled to **16 picnic tables**. Renters must understand another rental group or general public may have access to the other half of the shelter at the same time. When half of the shelter is rented it will be designated as the fireplace side (FP) or the soda machine side (SS) depending on which half is available. **Cost for rental of half of the pavilion is \$15.00 per hour.**

Groups of 150 to 350 may rent the entire Pavilion for **\$20.00 per hour**. The Pavilion holds approximately 350 people however larger groups may bring additional chairs for a total capacity of 500 people. Groups larger than 500 are allowed but price per hour will be determined by the Park Manager.

B. **Large Gazebo** - this shelter is located at the left rear of the park and has an octagonal black metal roof which is visible from the road. Parking for the Gazebo is in the large parking lot nearest this shelter. Three grills are located at the Gazebo area. Renters must bring their own charcoal. Electricity is available. This shelter has **seven** large 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 may reserve the Gazebo. There is no lighting at this facility. Groups larger than 60 may bring additional chairs for a total capacity of about 75 people. **Cost for rental of the Gazebo is \$10.00 per hour.**

C. DHS Shelter – located in the edge of the woods directly behind the playground. Patrons must use the large parking lot near the playground beside the Pavilion. Access to this shelter requires walking approximately 80 yards from the parking lot. Two grills are available (bring own charcoal). This shelter has **10 picnic tables** and 4 additional benches.

Groups up to 100 or less may reserve the DHS Shelter. There is lighting and electricity at this facility. Patrons may bring additional chairs for a total capacity of 110 people. (Note: Restroom facilities are located approximately 60 **yards** away from this shelter). **Cost for rental of the DHS Shelter is \$10.00 per hour.**

D. Small Picnic Shelter – located at the rear of the park near the pond. This shelter has a green metal roof and is entirely visible from the road. Use the large parking lot directly in front of the shelter. There are two grills (bring own charcoal) and **8 picnic tables**.

Groups up to 80 people or less may reserve this shelter. There is no lighting or electricity. Patrons may bring additional chairs for a total capacity of about 100 people. (Note: Restroom facilities are located approximately 200 yards away from this shelter.) **Cost to rent the Small Shelter is \$10.00 per hour.**

IMPORTANT INFORMATION:

- Payment may be mailed or made in person. Payment is to be made at or mailed to the **Visitor Center, 4440 Cleburne Blvd., Dublin, VA 24084**. Visitor center hours are 9:00 a.m. to 5:00 p.m. Monday-Sunday, except holidays.
 - Checks or cash only are accepted. Make checks payable to "County of Pulaski" (not "Randolph Park" or the "Visitor Center").
 - Absolutely **NO ALCOHOLIC** beverages are 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, bouncy houses, large kid toys, generators, etc. onto park property. You must advise the Visitor Center staff of your plans to bring any of these items when making reservations, otherwise they will not be allowed.
 - The person or entity making the reservation named on the facilities use agreement is responsible for the entire group. Any concerns by park staff will be addressed with the person named on the usage agreement and held responsible for group violations while on park property.

- Free standing grills, cookers, etc. must be outside the shelter on the gravel areas. Absolutely no grills are 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 assessed for any property damages.
- Moving picnic tables outside of the shelters is not permitted unless approved by the Park Manager. If permission is granted, all tables must be returned to their proper place. **A \$20.00 fee will be assessed for failure to comply.**
- The playground is open to the public at all times during normal park hours. Picnic tables inside the playground area cannot be reserved.
- Horseshoe pits are open to the public. Horseshoes are available from the Park Staff. Groups using 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. No group parties are allowed at the pool facility. Pool entry and associated fees are entirely separate from shelter rental fees.
- **Birthday Party Rules:**
 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 by renter before leaving).
 3. **All 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 a permanent ban from making future reservations and possibly park entry.

II. Park Regulations

A. The natural areas of the park including woodland walking trails, picnic shelters, small and large gazebos, are open to the public during park hours. Shelter facilities are not available to the general public when the shelter has been reserved and paid for in advance by a group.

B. Park hours are as follows:

November through March, 6:30 a.m. to 7:00 p.m.

April through October, 6:30 a.m. to 9:30 p.m.

(Gates close 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 designated parking areas only.

D. Motorized vehicles, roller blades, skateboards, and bicycles are not permitted on trails, 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 a proper permit.

G. Disorderly conduct is not permitted in the park.

H. Children under the age of 12 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 is allowed.

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 faith-based organizations. All uses must be in accordance with the laws of Pulaski County, the Commonwealth of Virginia and park regulations.

IV. Fee Submittal

A. All shelter reservation fees are listed above in Section I. Reservations may begin at 8:00 a.m. and must end at 9:00 p.m. daily.

B. Full payment for the reservation is due to the Visitor Center within **ten days** following the request. If payment is not made within ten days, the shelter requested becomes available for other requests (regardless of the time of year).

A Facility Use Agreement Form must be completed and returned to the Pulaski County Visitor Center. Upon receipt of the reservation fee and the facility use agreement, the reservation will be confirmed by Visitor Center personnel.

Checks are to be made payable to the **“County of Pulaski”** and sent to the Visitor Center, 4440 Cleburne Boulevard, Dublin, VA 24084. Please indicate in the memo portion of the check the name of the shelter, date and time for which it has been reserved.

C. Refunds

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 refund if the event is cancelled within 7 days prior to the event.

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

All requests to reschedule a reservation which is cancelled at the last minute (for a valid reason) must be approved by the Park Manager.

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 Park Manager’s opinion, 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 Sections II and III shall obtain usage of the facility through the following procedure:

Anyone desiring to reserve a shelter may contact the Pulaski County Visitor Center at 540-674-4161 during normal business hours (9:00 a.m. – 5:00 p.m.) Monday – Sunday, except holidays. Visitor Center staff will ask for the date and time desired, number of attendees expected, name or type of event, and name, address and phone number of person, business or organization making the reservation. If the desired date and/or time are already booked, the Visitor Center staff will suggest other dates/times 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. A fee will be assessed for failure to properly clean up the facility after use. *(Park staff will empty trash containers).*

RANDOLPH PARK FACILITIES USE AGREEMENT FORM

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

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

DATE AND TIME 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 care of the facility and shall reimburse the County for damages resulting from use of the building or facility. 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 proper cleanup of the area used may restrict or prohibit further use of the facilities.

I hereby certify that I duly represent the above individual(s), private group, club and/or organization and I HAVE READ and UNDERSTAND the entire facility use agreement rules and regulations and hereby concur with the statements and policies as outlined in the agreement.

Signature

Printed Name

Date: _____

Phone: _____

