



Picnic Shelter
Reservation
Guide

**Eastside Community Enhancement Center
7301B Boydton Plank Road
Petersburg, VA 23803**

**Phone: (804) 732-1100
Fax: (804) 732-9921**



Dinwiddie County
Department of Parks and Recreation
PICNIC SHELTER RESERVATION APPLICATION

EASTSIDE COMMUNITY ENHANCEMENT CENTER
7301B BOYDTON PLANK ROAD, PETERSBURG, VA 23803
(804) 732-1100 Fax: (804) 732-9921

Rental fees are due upon completion of the application. Please make checks payable to "Dinwiddie County". For additional information, please contact the office at (804) 732-1100.

Name of Contact Person if different than below: _____

Applicant Information

Date Application Submitted: _____

Applicant Name: _____ Applicant Phone Number: _____

Address: _____

City/State/Zip Code: _____ Email Address: _____

Nature of Event: _____ Estimated # of Users: _____ (Maximum: 192 people)

Date of Reservation: _____ 2nd Choice _____ 3rd Choice _____

Is this a youth event for ages 12 to 21? Yes No

If "YES", please fill out the "Application for Event Security", Security must be hired by the applicant for this event.

Will water be needed during this event? Yes No

RESIDENCY STATUS:

- Dinwiddie Resident:** Any person, organization, company, church, etc. that is located within Dinwiddie County.
- Non-Resident:** Any person, organization, company, church, etc. that is located in any locality other than Dinwiddie County.

FEE SCHEDULE:

Shelter # 1 – Eastside Community Enhancement Center

Dinwiddie Residents \$50.00 per time slot for the following time slot(s). Please check the desired time.

- 8 a.m. - 2 p.m.: \$50
- 3 p.m. – dusk: \$50
- All Day: \$100

Non-Residents \$100.00 per time slot for the following time slots (s). Please check the desired time.

- 8 a.m. - 2 p.m.: \$100
- 3 p.m. – dusk: \$100
- All Day: \$200

Dinwiddie County Sheriff’s Deputy Fee.....\$30.00 per hour (a minimum of four (4) hours of service)

PAYMENT INFORMATION: Make check payable to "Dinwiddie County".

Name: _____ Copy of ID: Yes

Address: _____ City/State/Zip Code: _____

Applicant Phone: (Day): _____ (Night): _____ (Emergency Phone): _____

Amount Paid: _____ Check One: Cash Check Money Order

Check/Money Order #: _____

Signature of Applicant: _____ Date: _____

I have read and understand the Policy Governing the Use of the Picnic Shelter at Eastside Community Enhancement Center. By signing this form, I agree, as the applicant, to abide by the policies and terms and understand that I will be held responsible and fiscally accountable for any damage occurring as a result of my event.



Dinwiddie County
Department of Parks and Recreation
POLICY GOVERNING THE USE OF THE PICNIC SHELTER

EASTSIDE COMMUNITY ENHANCEMENT CENTER
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1. Please help keep the shelter and surrounding areas clean for the next group to use. Our shelter is used continuously throughout the day, often with little maintenance time between each group's use. Your assistance in keeping the area clean and ready to use by the next group is greatly appreciated. Please read and adhere to the important information below. Keep this information with you and be sure to bring a copy of your reservation receipt or facility permit with you on the date of your event. The Picnic Shelter has grills and water but does not have electricity. If you need the use of running water during your event, please request it in the designated area of the reservation application. Please plan accordingly and bring extra trash bags in case they are needed for your event.
2. Please be sure to follow the requirements for clean-up:
 - (1) Remove all materials brought to the Picnic Shelter, including food and beverages immediately following the event.
 - (2) All trash must be removed and placed in the dumpster located on the center grounds.
 - (3) All cigarettes and ashes must be disposed of properly in the proper receptacles.
 - (4) All decorations must be disposed of properly.
 - (5) Vacate the shelter at the designated time.
3. Shelter reservations will be accepted Monday through Thursday, from 11:00 a.m. to 8:00 p.m. at the Eastside Community Enhancement Center.
4. ALCOHOIC BEVERAGES ARE PROHIBITED ON COUNTY PROPERTY OR WHEN USING THE SHELTER.
5. The reservation form must be filled out completely. Reservations must be received a minimum of **five (5) business days** prior to the reservation date and no earlier than one (1) year in advance.
6. All requests for date changes must be put in writing and turned in to the Parks and Recreation Staff at Eastside Community Enhancement Center at least two (2) weeks prior to the original reservation date (limited to availability).
7. Parties with reservations will have priority for use of the shelter during the time(s) reserved. Reservation signs will be posted at the shelter. However, please take the copy of your reservation receipt or facility permit with you for verification of reservation on that day. Unless otherwise reserved, the picnic shelter is available for public use from 8 a.m. to dusk on a first-come, first-served basis.
8. Applicants are responsible for setting and cleaning up within the requested hours.

9. All applications for use of the Picnic Shelter at Eastside Community Enhancement Center must be signed by an individual at least 21 years of age. Permission for groups or organizations composed of persons age 21 and under shall be granted only to individuals at least 21 years of age or older who accept responsibility for supervising them. In instances where events are held with participants age 21 and under the following procedures must be followed:
 - a. There must be two chaperones 21 years of age or older for every twenty-five (25) participants and the chaperones must be present at all times.
 - b. A list of the names or a guest list, which includes each chaperone and participant attending the event, must be provided fourteen (14) calendar days before the event.
 - c. A greeter's picnic table to check-in participants must be visible and facilitated by two chaperones at all times. Only those participants that are on the guest list will be permitted to attend the event at the Picnic Shelter at Eastside Community Enhancement Center.
 - d. All events/activities held at the Picnic Shelter at Eastside Community Enhancement Center for participants age 18 or under must be over by 8:00 p.m. on weeknights or weekends.
 - e. The applicant must hire adequate security according to the provisions of the Application for Event Security for all events for participants age 21 and under. The Deputy will be in full uniform and at the event solely for the purpose of monitoring the entire event.
10. **The applicant must submit an Application for Event Security to obtain adequate security from a currently employed Deputy of the Dinwiddie County Sheriff's Department in accordance with the provisions of the Application for Event Security. This application must be submitted upon completion of your picnic shelter reservation application, and in sufficient time so that verification of a Deputy's assignment to the event is submitted to the Recreation Department by the Sheriff's Department at least fourteen (14) calendar days prior to the event.**
11. NO fees can be collected within the park without written permission from the Department of Parks and Recreation. No money or admission shall be collected on the premises any time by a non-governmental user of the Picnic Shelter at Eastside Community Enhancement Center.
12. The Picnic Shelter has a maximum capacity of 192 people.
13. You must request in writing to have any of the following:
 - Signs, banners, caterers, grills, cookers (of any type).
 - Clowns or entertainers
 - Any other items that the County needs to be aware of.
14. Examples of items that are prohibited at the Picnic Shelter are but not limited to the following:
 - Moon Bounce Units or Inflatable Activity Units/Rides
 - Crock Pots, Sterno Warmers or cooking fuel or Electric Grills
 - The possession, consumption and/or distribution of controlled substances are strictly prohibited on the premises.
15. NO GRILLS OR ANY OTHER TYPE OF FLAMMABLE UNIT IS ALLOWED UNDER THE SHELTER OR ON ITS CONCRETE PAD. PLEASE KEEP GRILLS OR FLAMMABLE UNITS ON THE GRASS.
16. All vehicles must remain on the parking lot.

17. Your reservation has guaranteed the use of the shelter for the time requested. Staying beyond your reserved time and inconveniencing either another renter or prohibiting the general public from using the shelter will result in future denial when requesting the use of this Picnic Shelter.
18. If you wish to use the sports field(s) during your event, you need to make a reservation. Requests must be made in writing to: Dinwiddie Recreation and Parks, Youth Sports Office, 7301 Boydton Plank Road, Petersburg, Virginia, 23803 or fax the Sports Section at (804) 732-9921. A rental fee will be charged for use of the fields.
19. Large audio equipment such as loud speakers and/or equipment are prohibited the picnic shelter. Small radios or boom boxes are the only audio equipment permissible at the picnic shelter.
20. Rental of the Picnic Shelter area includes only the shelter area, not the playground or any other area around the shelter. The playground is available to the general public from sunrise to sunset. Please be aware that your reservation does not prohibit the public from using the playground equipment.
21. The applicant is responsible for picking up and disposing of all trash and debris. **DO NOT** dispose of your grills ashes in the trash receptacles or wooded areas. Please dispose of your grill's ashes in the proper manner offsite.
22. Please respect our neighbors' privacy and property by keeping your guests on County property. Please do not let your guests go onto or drive their vehicles on our neighbors' property.
23. In the case that a problem arises with another group concerning the use of the Picnic Shelter, please call the Dinwiddie County Sheriff's Department non-emergency number at 804.469.3755.
24. **Refund Policy:** Refunds are only given in cases of inclement weather that hamper use of the of the Picnic Shelter area on the actual date of the reservation. No picnic shelter reservation will be switched to another date or refunded due to rain until the actual reservation date is past. All refund requests must be made in writing to:
Picnic Shelter Reservation Staff, Dinwiddie Parks and Recreation, 7301 Boydton Plank Road, Petersburg, Virginia 23803 or by fax to **Picnic Shelter Reservation Staff** at (804) 732-1100.



Dinwiddie County
Department of Parks and Recreation
FINANCIAL CONTROL SHEET FOR PICNIC SHELTER RENTAL

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APPLICANT NAME: _____ **PERMIT#** _____
ADDRESS: _____
CITY/STATE/ZIP: _____
EVENT DATE: _____

RENTAL PAYMENT

DATE PAID: _____
AMOUNT: _____
RECEIPT #: _____
CHECK #: _____ (Write cash if paid in cash)

SECURITY PAYMENT

DATE PAID: _____
AMOUNT: _____
RECEIPT #: _____
CHECK #: _____ (Write cash if paid in cash)

DINWIDDE COUNTY SHERIFF'S DEPUTY VERIFICATION: DATE SUBMITTED: _____
NAME OF OFFICER: _____

REFUNDS

DATE PAID: _____
AMOUNT: _____
FINANCE REFUND CHECK #: _____

LAST DAY TO CANCEL FOR REFUND: _____

CANCELLATION INFORMATION: _____

NOTES: _____



Dinwiddie County
Department of Parks and Recreation
CLEAN-UP CHECK LIST – PICNIC SHELTER

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Below is a check off list for clean up procedures after an event. Please check if the cleaning has been done. If it has not been done, please make a note of the problem below the list.

Name: _____ Date: _____

Event: _____

- Yes No Trash Disposal: (Trash cans emptied and bags placed in dumpster)
- Yes No Party Rentals And Personal Property Removed
- Yes No Any Damage To Picnic Shelter Or Property
- Yes No All Decorations Disposed Of Properly
- Yes No Vacate Shelter On Time

Notes: _____

Staff Signature: _____

SHELTER (S) RENTED:

- Shelter # 1 – Eastside Community Enhancement Center

Event Time: _____ to _____