



*Dinwiddie County*  
Parks & Recreation



## ***Picnic Shelter Reservation Guide***

**Eastside Community Enhancement Center**  
**7301B Boydton Plank Road**  
**North Dinwiddie, VA 23803**  
**Phone: (804) 732-1100**  
**Fax: (804) 732-9921**

THIS IS A TOBACCO FREE FACILITY

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***Items in the table of contents that have an asterisk (\*) next to them need to be signed by the applicant and submitted to the recreation staff at the time of reservation. The clean-up check list is signed at the conclusion of the event.***



**Dinwiddie County**  
**Department of Parks, Recreation & Tourism**  
**PICNIC SHELTER RESERVATION APPLICATION**



**EASTSIDE COMMUNITY ENHANCEMENT CENTER**  
**7301B BOYDTON PLANK ROAD, NORTH DINWIDDIE, VA 23803**  
**Phone: (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 recreation office at (804) 732-1100.**

**Applicant Information**

**Date Application Submitted:** \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

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

Date of Reservation: \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

**Is this an event for youth ages 12 to 20?  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**.....\$40.00 per hour (a minimum of four (4) hours of service)

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.

**OFFICE USE ONLY:**

Applicant/Payer Name: \_\_\_\_\_ Copy of I.D.  YES

Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Phone: (Day): \_\_\_\_\_ (Night): \_\_\_\_\_ (Emergency Phone): \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Date \_\_\_\_\_ Check One:  Cash  Check  Money Order

Check/Money Order #: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application is:**  **Approved**  **Denied**



**Dinwiddie County**  
**Department of Parks, Recreation & Tourism**  
**APPLICATION FOR EVENT SECURITY**



**EASTSIDE COMMUNITY ENHANCEMENT CENTER**  
**7301B BOYDTON PLANK ROAD, NORTH DINWIDDIE, VA 23803**  
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THIS APPLICATION FOR EVENT SECURITY must be completed and returned to the recreation staff on duty for any event at the Eastside Community Enhancement Center Picnic Shelter for groups or organizations composed of persons ages 12 to 20 and or when deemed necessary or required to ensure the proper facilitation of the event by the Dinwiddie County Parks, Recreation & Tourism Staff. The applicant must read the Policy Governing Use of the Eastside Community Enhancement Center Picnic Shelter included in this guide. Anyone signing this form must be at least 25 years of age and must accept full responsibility for the use of the Eastside Community Enhancement Center Picnic Shelter during the date and time agreed. **Please make checks payable to Dinwiddie County.** For additional information, please contact our recreation office at (804) 732-1100.

**Applicant Information**

Date Application Submitted: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

**Program/Event Information**

Date of Reservation: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Nature of Program/Event: \_\_\_\_\_

Is this an event for youth ages 12 to 20?  Yes  No

Total Number Expected: \_\_\_\_\_ **Specific Area(s) Requested:** \_\_\_\_\_

The application for event security should be completed when the facility or Picnic Shelter rental application are completed. **Upon receipt of this application for security, the Dinwiddie County Parks, Recreation and Tourism Staff will make arrangements to obtain security from the Dinwiddie County Sheriff's Department, at the applicant's expense.** This application and payment for the security services must be submitted with the facility or Picnic Shelter rental application.

One uniformed Deputy currently employed by the Dinwiddie County Sheriff's Department will be provided for the event. The applicant is not permitted to provide his or her own security or hire personnel from any other security organization, agency, firm, or police/sheriff's department. The applicant must notify the recreation staff of cancellation of the event at least thirty (30) days before the event date. This must be done in writing, by mail or in person at Eastside Community Enhancement Center. Failure by the applicant to notify the recreation staff of event cancellation where security services have been assigned without the required thirty (30) days' notice will be billed for two (2) hours of service. The Dinwiddie County Sheriff's Deputy Fee is \$35.00 per hour for a minimum of four (4) hours of service.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Date Application Received: \_\_\_\_\_ Total Security Fees Assessed: \$ \_\_\_\_\_

Din. Co. Sheriff's Deputy Assigned to Event: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Dinwiddie County**  
**Department of Parks, Recreation & Tourism**  
**RESPONSIBILITIES FOR SUPERVISION OF GROUPS OR ORGANIZATIONS**  
**COMPOSED OF PERSONS AGES 12 TO 20 AT THE PICNIC SHELTER**



**EASTSIDE COMMUNITY ENHANCEMENT CENTER**  
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- Ensure the ratio of adult chaperones being, two chaperones age 25 years or older for every twenty-five (25) participants. Chaperones at the greeter’s table shall not count as chaperones toward this required ratio.
- Ensure the adult chaperone(s) being on-site at all times.
- Ensure the number of guests does not exceed the maximum shelter occupancy of 192 guests.
- Ensure an accurate Guest List being onsite throughout the rental and monitored by two adult chaperones age 25 years old or older. These two chaperones shall not count towards the required chaperone ratio. The Guest List must include each chaperone and participant attending the event and must be submitted on the day of the event.
- Ensure the appropriate and legitimate conduct and behavior of all guests.
- Chaperones must ensure that the participants are not gathering or loitering in the parking lot.
- A greeter’s picnic table to check-in participants must be visible and facilitated by two chaperones age 25 years or older at all times. Chaperones at the greeter’s table shall not count as chaperones toward this required ratio.
- Only those participants that are on the Guest List will be permitted to attend the event at the Picnic Shelter.
- Cooperate with, and assist Dinwiddie County personnel to immediately terminate the event should the conduct or actions of guests or uninvited visitors pose risks of danger to citizen or staff safety and well-being or Dinwiddie County property.
- The applicant must hire adequate security according to the provisions of the Application for Event Security for all events for participants ages 12 to 20. The Deputy will be in full uniform and at the event solely for the purpose of providing security and monitoring the entire event.

***I have read and accept the above responsibilities for supervision of groups or organizations composed of persons ages 12 to 20. I will ensure adherence.***

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recreation Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Dinwiddie County**  
**Department of Parks, Recreation & Tourism**  
**POLICY GOVERNING THE USE OF THE PICNIC SHELTER**



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**EASTSIDE COMMUNITY ENHANCEMENT CENTER**  
**7301B BOYDTON PLANK ROAD, NORTH DINWIDDIE, VA 23803**  
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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 use of the facility. 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 and 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.
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) This is a Tobacco Free Facility.
  - (4) All decorations must be disposed of properly.
  - (5) Vacate the shelter at the designated time.
3. Shelter reservations will be accepted Monday through Friday, from 10:00 a.m. to 9:00 p.m. at the Eastside Community Enhancement Center.
4. ALCOHOLIC BEVERAGES ARE PROHIBITED WHEN USING THE PICNIC SHELTER.
5. The reservation application 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. Please be prepared to show a photo I.D. when submitting a reservation application. (Acceptable forms of I.D. include: Driver's license, Passport and Military I.D.)
7. All requests for date changes must be put in writing and turned in to the recreation staff at Eastside Community Enhancement Center. Date changes may be limited due to facility availability.
8. Parties with reservations will have priority use of the shelter during the time(s) reserved. A reservation schedule will be posted at the shelter to display the booked reservations for the week. However, please take the copy of your reservation receipt and facility permit with you for verification of reservation on your reservation date. Unless otherwise reserved, the Picnic Shelter is available for public use from 8 a.m. to dusk on a first-come, first-served basis.
9. Applicants are responsible for setting and cleaning up within the requested hours.

10. All applications for use of the Picnic Shelter at Eastside Community Enhancement Center must be signed by an individual at least 22 years of age. Permission for groups or organizations composed of persons age 12 to 20 shall be granted only to individuals at least 25 years of age or older who accept responsibility for supervising them. In instances where events are held with participants ages 12 to 20 the following procedures must be followed (*See page 4 for additional information, RESPONSIBILITIES FOR SUPERVISION OF GROUPS OR ORGANIZATIONS COMPOSED OF PERSONS AGES 12 TO 20 AT THE PICNIC SHELTER*):
  - a. There must be two chaperones, 25 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 to the recreation staff on the day of the event.
  - c. A greeter's picnic table to check-in participants, must be visible and facilitated by two chaperones age 25 years or older at all times. Chaperones at the greeter's table shall not count as chaperones toward the required ratio. 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. The applicant must hire adequate security according to the provisions of the Application for Event Security for all events for participants ages 12 to 20. The Deputy will be in full uniform and at the event solely for the purpose of providing security and monitoring the entire event (*See page 3 for additional information, APPLICATION FOR EVENT SECURITY*).
11. **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. If your event is scheduled with less than 14 calendar days' notice and requires Event Security your request may be denied if a Deputy cannot be assigned to the event before the event date.**
12. NO fees can be collected within the park without written permission from the Department of Parks, Recreation and Tourism. No money, paid admissions or solicited contributions shall be collected on the premises at any time by a non-governmental user of the Picnic Shelter at Eastside Community Enhancement Center.
13. Your rental reservation is considered a private rental, therefore events held at the Picnic Shelter cannot be open to the general public.
14. The Picnic Shelter has a maximum capacity of 192 people.
15. You must submit a request in writing to the Recreation staff 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.

16. 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, cooking fuel or electric grills. ANY ELECTRICAL DEVICES - NO POWER
  - The possession, consumption and/or distribution of controlled substances are strictly prohibited on the premises.
  - Stages or elevated platforms.
  - Fireworks.
  - Pets or Animals.
  - Skateboards, rollerblades, scooters and or bicycles.
17. NO GRILLS OR ANY OTHER TYPE OF FLAMMABLE UNIT ARE ALLOWED UNDER THE SHELTER OR ON ITS' CONCRETE PAD. PLEASE KEEP GRILLS OR FLAMMABLE UNITS ON THE GRASS.
18. All vehicles must remain on the parking lot.
19. 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.
20. If you wish to use the athletic field(s) during your event, you need to make a reservation. Requests can be made at the time of reservation and must be made in writing to: Dinwiddie Parks, Recreation and Tourism Department - 7301B Boydton Plank Road, North Dinwiddie, Virginia, 23803 or by fax to: Recreation Staff Facilities, at (804) 732-9921. A rental fee is charged for field use, please contact our recreation staff for a list of field rental fees.
21. Large audio equipment such as loud speakers and/or equipment are prohibited at the Picnic Shelter. Small radios or boom boxes are the only audio equipment permissible at the Picnic Shelter.
22. Rental of the Picnic Shelter area includes only the shelter area, not the playground or any other area around the shelter unless you rent a field. 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 or unreserved athletic fields.
23. The applicant is responsible for picking up and disposing of all trash and debris. Please **DO NOT** dispose of your grill ashes in the trash receptacles.
24. 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.
25. The County of Dinwiddie reserves the right, in its sole discretion, to cancel any use of the subject premises for any reason, and the sole recourse of the person reserving or using the facility shall be to a refund of the fees that they have paid. In the event that the cancellation is due to the violation of any County policies or is otherwise the fault of the person reserving or using the facility, the County shall not owe any refund. Please call the Dinwiddie County Department of Parks, Recreation & Tourism at 732-1100 if you have any questions or concerns about closings or cancellations.
26. **Refund Policy:** Refunds are only given in cases of inclement weather that hampers use of the Picnic Shelter 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 has passed. All refund requests

must be made in writing to:

Dinwiddie Parks, Recreation and Tourism, 7301B Boydton Plank Road, North Dinwiddie, Virginia 23803 or by fax to: Recreation Facilities Staff, at (804) 732-9921.

27. Guests are required to wear shirts, shoes and proper attire when visiting the facility.
  
28. CONDUCT: In addition to complying with the other policies and procedures contained in the reservation packet and outlined in the policy governing use of the Picnic Shelter, the renter and guests, independent contractors and vendors must comply with all instructions and requests made by the recreation staff concerning conduct during the event. The Dinwiddie County Parks, Recreation and Tourism staff reserves the right to require the immediate removal from the premises any person who is causing a disturbance or engaging in any conduct that, in the sole discretion of the recreation staff, is threatening or dangerous to people or property. The County and recreation staff are not responsible for any damages or delays caused by the removal of such a person.



**Dinwiddie County**  
**Department of Parks, Recreation & Tourism**  
**FINANCIAL CONTROL SHEET FOR PICNIC SHELTER RESERVATION**



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

**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 #:** \_\_\_\_\_

**CANCELLATION INFORMATION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTES:** \_\_\_\_\_

\_\_\_\_\_



**Dinwiddie County**  
**Department of Parks, Recreation and Tourism**  
**CLEAN-UP CHECK LIST – PICNIC SHELTER RESERVATION**



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Below is a check list for clean-up procedures after an event at the Picnic Shelter. Staff, please check if the cleaning has been completed. If it has not been completed, please make a note of the problem below the list.

Applicant 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      Water Turned Off
- Yes  No      Vacate Shelter on Time

**Notes:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_

**SHELTER (S) RENTED:**

Shelter # 1 – Eastside Community Enhancement Center

Event Time: \_\_\_\_\_ to \_\_\_\_\_

**INCLEMENT WEATHER POLICY**

**In the event, of thunder and/or lightning, all outside activities will be suspended for a duration of no less than 30 minutes. This 30-minute delay will start over if additional thunder and/or lightning is seen or heard.**

**All patrons are required to vacate the athletic fields, playground, patios, shelter, and the grounds surrounding the Enhancement Center. If the patrons choose to wait for the delay to end, they are strongly encouraged by the Dinwiddie County Parks and Recreation Department to sit in their vehicles or come into the Enhancement Center to avoid potential harm.**

**The Parks and Recreation Department reserves the right to cancel any and all activities in the event of hazardous weather.**