

Ross County Park District Reservation Policy

Thank you for your interest in making a reservation with the Ross County Park District. Our parks offer a beautiful outdoor setting for small groups, clubs, parties, and meetings for citizens of Ross County and beyond. With that comes many hours of administration, organization, and upkeep/ maintenance to keep our parks up to standards as we continue to provide a safe and clean outdoor environment. In order to ensure an adequate and inviting gathering space and prevent scheduling conflicts, reservations are required for the use of certain facilities and equipment.

By completing the reservation, the applicant is agreeing to abide by the following rules. Failure to comply with any of the following requirements will prevent the applicant from receiving approval for future reservation requests.

Shelter Rental Rules

-All reservations are for a full day from dawn to dusk. When making an online reservation, any time can be selected as the entire day is yours to enjoy! Reservations can be made up to a week before the event. All parks close at dusk including any and all facilities. Please clear all belongings and trash, fully extinguished any applicable fires, and depart the park before closure.

-Clean up of the shelter is the responsibility of the renting party. The shelter must be left in the condition that it was in or better prior to the event.

-Do not nail, staple, or otherwise damage the facilities in any way. This will be considered vandalism and will prevent approval for future reservation requests.

-If tables, benches, etc. are moved, they must be placed back in their original positions before departure. Tables are strategically placed to ensure accessibility for all public users. Some tables/ benches are bolted to the floor and are not to be moved under any circumstances. Any additional tables or chairs are the responsibility of the renting party to provide.

-Camp fires are only permitted at the Buzzard's Roost lower fire pit location. Renters must supply their own fire wood and all wood must be local. <https://www.dontmovefirewood.org/>

-All pets must be on a leash at all times and cleaned up after.

-Alcohol is not permitted at any park or facility.

-No inflatable devices such as jumping castles are permitted at any park or facility.

-If electric outlets or water sources are available at the site, they are permissible to use.

-Parking is allowed in designated areas only.

-No refunds will be issued for inclement weather; however, the rental can be rescheduled for another open day/time.

-Any refuse that does not properly fit in the provided trash receptacles is the responsibility of the renting party to remove from site.

-To receive a refund, you must call and cancel at least 1 weeks prior to the date of your reservation. All refunds will be subject to a 25% processing fee.

-Rentals that are for fund-raising or profit making endeavors must fill out the Special Event Application for Park Facilities and comply with the Special Event Policy Guidelines.

-No rental can be used to distribute food to the general public unless the user submits the approved necessary permits.

-All requests for any shelter rental are confirmed once payment is made through the website at:

<https://rosscountyparkdistrict.com/shelterhouse-reservation/>. Once payment is made, you will receive a confirmation via email. Please keep this copy with you at your event as this is your proof that you have rented the shelter. A sign with the applicants name will be posted at the site to prevent walk-ins.

Please contact us at (740) 773-8794 or email at colleenmccord@rosscountyohio.gov with any inquiries or clarifications of policy.