

**CITY OF CLARKSBURG BOARD OF PARK COMMISSIONERS  
SHELTER RENTAL POLICY**

Effective May 1, 2005, the City of Clarksburg Board of Park Commissioners will permit the rental of picnic shelters at Veteran's Memorial Park and Clarksburg City Park one (1) calendar year in advance upon payment in full for the reservation date.

Should a group wish to make a reservation for the next year's rental season, they must wait until the next business day after their intended reservation date to make and confirm their reservation.

The remainder of the rental policy now in place by the City of Clarksburg Board of Park Commissioners will remain in effect:

**Confirmation and Payment of Shelter Reservation:**

Once a reservation is made, the renter will have 14 days to make payment in full, for the reservation. **\*\*\*If Payment is made 1 week or less prior to reservation, ONLY CASH or CREDIT CARD will be accepted.**

The reservation is not confirmed until payment is received. If not paid by that date, the reservation will be cancelled and the renter will be notified in writing.

**Cancellation of...Reservation:**

Should the renter cancel a reservation, no refund will be given unless the shelter is rented to another party.

**Refunds:**

No refunds will be given for the rental of a shelter due to inclement weather or for any reason other than specifically the responsibility of the City of Clarksburg Board of Park Commissioners.

All other requests for refunds must be made in writing to the:

City Parks of Clarksburg  
1 Clarksburg Park Way  
Nutter Fort, WV 26301

**Disclaimer:**

The City of Clarksburg Board of Park Commissioners reserves the right to make exceptions to this policy at their discretion.

**Shelter Use:**

The renter shall be permitted to use their reserved shelter from 9:00 AM until 9:00 PM for that day only. Please do not arrive any earlier as our staff needs time to prepare your shelter.

No vehicles are permitted to be parked on park grounds; however, with prior approval and weather permitting, permission may be given to allow for the unloading and loading of supplies or persons at the shelter. All vehicles must be returned to appropriate parking areas immediately after unloading/loading.

Prior approval must be made in advance by contacting the Park Office at 304-624-1655.

**Problems:**

Should a renter experience problems during their reservation, contact should be made with the Custodian on duty, who will check on shelters periodically or by contacting the Miniature Golf Course Attendant at Clarksburg City Park or the Miniature Golf Course Attendant or Municipal Pool Attendant at Veteran's Memorial Park. Their Phone Number will be listed on your reservation card.

City Parks of Clarksburg  
1 Clarksburg Park Way  
Nutter Fort, WV 26301  
[www.cityparksofclarksburg.com](http://www.cityparksofclarksburg.com)  
304-624-1655

# Shelter Rental Rules and Guidelines

The following are not permitted during your shelter reservation

**Confetti, Glitter, and Silly String.**

**Chalk**

**Pie Throwing**

**Egg Toss**

**Food Fights**

**Water Balloons**

**Slip N Slides**

**Petting Zoo or Pony Rides**

**Masking Tape Only for hanging up decorations.**

**Alcohol must stay within shelter at all times.**

**You must contact park office if bringing inflatables.**

**Music and DJ are permitted, however noise needs to stay within shelter.**

**No Parking on park grounds.**

**The City Parks of Clarksburg reserves the right to change the rules and guidelines at any time. Please contact custodian or park office with any questions or concerns.**