



Roswell, Recreation, Parks, Historic & Cultural Affairs Department
City of Roswell, Georgia
Shelter Rental Rules and Usage Policy

- Shelter can be reserved online at www.roswellgov.com/reserve
- To view the current shelter reservation, please scan the QR code sign located on the shelter.
- If a shelter is rented, persons in the shelter must vacate for the paid renters. In order to avoid these conflicts, please check posted rental dates/times first.
- A paid renter must be able to produce a paid receipt either digitally or in paper format for staff and/or police.
- Shelters that are not rented can be utilized on a first-come, first-served basis. Please check posted rental times/dates.
- Shelters cannot be saved (using decorations, coolers, tablecloths, etc.) without a person remaining in the shelter at all times. Decorations, coolers, tablecloths will be set aside to allow the patron there to use the pavilion on a first-come, first-served basis.
- The provided grills (if applicable) may be used. No other grills can be brought in.
- No inflatables or any other set up is allowed outside of the shelters.
- Food trucks are only allowed for catering purposes to a paid rental. No sales are allowed to other park users.
- Shelter rentals mean you are renting only the pavilion. This does not include the playground, trails, grass, fields, parking or general area surrounding the pavilion.
- Event organizers must call 770-594-6192 to rent the park facilities for any organized events/activities outside of said shelter or be subject to shut down and removal from premises.
- Renters are responsible for shelter and grill clean up, and can be subject to loss of deposit.
- No alcohol, tobacco, or amplified music allowed on premises.
- NO NAILS, STAPLES, BOARDS, OR OTHER OBJECTS can be used to puncture any portion of the shelter.
- All shelter rentals are rain/shine. No refunds for Inclement weather.
- Selling of any item is not permitted.

SAFETY FIRST

If you have made a reservation and someone else will not vacate, we recommend calling 911. An officer will then be sent to your location to assist you. This will help avoid unnecessary confrontations.



**Roswell, Recreation, Parks, Historic & Cultural Affairs Department
City of Roswell, Georgia
Shelters, Fields & Recreation Centers**

Cancellation & Transfer Information

CANCELLATION:

REFUND POLICY

Days Prior to Rental	Deposit Refund	Rental Refund	Staffing Refund
>30	Full Refund	\$15 Processing Fee	Full Refund
14-30	Full Refund	25% Cancellation Fee	Full Refund
7-13	Full Refund	50% Cancellation Fee	Full Refund
<7	Full Refund	No Refund Processed	No Refund Processed

DATE CHANGES/TRANSFERS:

DATE CHANGES

Days Prior to Rental	Transfer Date?	Processing Fee
>30	Yes	None
14-30	Yes	\$25.00
<14	No	N/A