

Orange Parks and Recreation  
Barboursville Community Park  
Management Operating Policy

**Shelter Reservations Rules and Regulations**

Rules and Regulations governing the use and rentals of Orange County Barboursville Community Park have been designed to provide internal management controls. Individuals are permitted to reserve the use of the picnic shelter facilities on a first come first served basis. The picnic shelter season begins March 1 and operates through the last Sunday in November, annually. Requests to reserve and pay for the shelter begin annually January 2. Signing the rental agreement constitutes agreement with the following.

**Picnic Shelter Rental Fees:**

Fees will be charged to all individuals and/or organizations for approved picnic shelter reservations. The rental fee is \$25 (\$35 if requesting electricity) and there is a \$75 refundable deposit if the Park is completely cleaned up following use. Two separate checks must be made payable to Orange County Parks and Recreation.

**Picnic Shelter Cancellation(s) Refund:**

To obtain a refund (minus a 50% administrative fee) for the reservation, a cancellation notice must be received in writing two weeks prior to the reservation. NO refunds will be provided for the picnic shelter for cancellation made less than two weeks before the reserved date.

**Four County Players Show Dates:**

Since we share a parking lot with the Four County Players, Orange County Parks & Recreation will not reserve the shelter at times that conflict with Four County Players' show times. In general the park can still be reserved on a Friday or Saturday show date, however, renters must leave the park by 5pm on these days. Sunday shows are matinees and are more difficult to schedule around; we will consider this on a case by case basis.

**Shelter Reservation Requests and Payments:**

Reservations can be requested in person or by telephone. Payment in full is required with the reservation form. Payment can be made by cash, check or credit/debit card (VISA or MasterCard).

Telephone requests for reservations will require a credit card payment in full at the time of the reservation. A credit card authorization form must be signed by the individual before your payment can be processed. We cannot accept payment over the phone without the signed form. OCPR can fax or e-mail a credit card authorization forms to the individual for signature.

**Picnic Shelter Reservation Times:**

Only one reservation will be scheduled per day. The park is open from dawn to dusk.

**Park Shelter Amenities and Restrictions:**

Use of the ball fields is based on a first come, first served basis. The fields are used by the Little Leagues and OCPR programs, and they have first schedule option for them.

**Setting Up/Using Tents:**

Setting up additional temporary tent-style structures near the shelter during your rental is allowed. However, a permit is required from Orange County Building Inspections if the structure meets any of the following criteria:

1. If the tent will cover an area greater than 900 square feet, including all connecting and common areas, you need a permit.
2. If the tent will have an occupant load greater than 50 persons, you need a permit.

The above standards are related to the exemptions defined in Virginia Construction Code 108.2 and our policy will change according to any changes in Code, even if not specifically mentioned in this rental agreement. Permits must be obtained through Building Inspections, not Parks & Recreation. It is your responsibility to acquire any necessary permits. Building Inspections can be reached at: (540) 672-4574.

**Yard Sales/For-Profit Events:**

Yard sales and/or for-profit events are not allowed in Barboursville Community Park.

**General Rules:**

Alcohol/drugs are not allowed at Barboursville Community Park.

Please be respectful of our neighbors and keep noise at a reasonable level.

During the picnic shelter rental, renters requesting the placement of extraneous equipment (moon bounce and other carnival type activities) on park grounds provided by 3<sup>rd</sup> party vendor will require proof of insurance by the 3<sup>rd</sup> party vendor. **The 3<sup>rd</sup> party vendor shall provide a current certificate of insurance indicating at least \$1 million in general liability and completed operations coverage and a certificate of worker's compensation coverage.** Said insurance shall name the County of Orange (including Board of Supervisors, officials, employees and agents) as an additional insured party to the insurance contract. A copy of said documents must be provided to the Parks and Recreation office 10 days before the reserved date. To expedite receipt of the required coverage, all documents may be faxed to the Parks and Recreation office (540) 672-2311. Please include the name of the rental party and the date of the reservation.

A fireplace is provided in the shelter. Shelter participants are requested to remove ashes from the fireplace if used. Ashes **CANNOT** be placed in the trash cans or dumpster. To do so would be a significant fire hazard. Personal Gas Grills are permitted.

Picnic tables are provided in the shelter. Please do not move them onto the grass areas.

**Please Note:**

**Violation of any park rules may prevent future reservations.**

If problems occur at the park with the reservation, please call the OCPR office, 540-672-5435, on the next business day.

We endeavor to combat vandalism at the park. We request the cooperation of all park patrons. Should any act of vandalism in progress be witnessed, please call 911 immediately. Your help in reporting acts of vandalism in our community park will help preserve the park and picnic area.

Thank you for your interest in the Barboursville Community Park.