



FACILITY RESERVATION FORM For use All Park Facilities

Program Information:

Date of reservation: _____ Through: _____
 Arrival/Set-up Time: _____ Event Start Time: _____ End Time: _____ Clean-up Time: _____
 Location of Event: _____
 Specific area(s) requested: _____
 Nature of event / program: _____
 Is this a youth event for ages 20 and under? Yes: _____ No: _____
 Is this a fundraising event? Yes: _____ No: _____ (If YES, read our Park Fundraising Policies)
 Total expected attendance: _____ (not to exceed posted capacity for facility)

Return to:
Doddridge County
Parks, P.O. Box 426,
West Union, WV 26456

Applicant Information: (Applicant must be on site during event)

Name: (First) _____ (Last) _____
 Address: _____
 Phone (Home) _____ (Cell) _____ (Work) _____
 Email Address: _____

Additional Contact: _____ Phone: _____

Entertainment Information:

Will entertainment be provided for event? (Ex. DJ, band, etc.) Yes _____ No _____
 If yes, please describe: _____

Signature of Applicant: _____

DC Park Facility Rental Policy:

Failure to fill out and return with payment 30 days in advance of event will result in cancellation of reservation. The Main Building and 4-H Barn of the Park can be reserved one year in advance. Exception: Reservations may be renewed up to one year in advance from the date of a current reservation, by the same party, up to 30 days from the usage date. If the party fails to renew within the 30 days the facility is immediately open for reservation on a first come first served basis.

Office Use Only

Rental Charges:
 Total Rental fees: \$ _____
 Total Deposit: \$ _____
 Grand total: \$ _____
Payment & Submission
 Deadline: _____
 Set-up Time: _____
 Event Time: _____
 Clean-up Time: _____
Application is:
 Approved: _____
 Declined: _____
 Staff Initial: _____

Doddridge County Parks & Recreation Commission Facility Rental Contract (initial all items)

Contract Changes

Any changes to the contract must be made in writing or by email by the applicant listed. All correspondence concerning the reservation will only be made between the applicant and staff representative. All payments must be made 30 days in advance of event date or event may be canceled.

Event Times

On the day of the event, up to four (4) hours are given immediately prior to the event time for preparation (note: the building opens at 8:00AM M – Sat. and 10:00AM Sun. Two (2) hours are given immediately after the event for clean-up. Extra set-up and clean-up times can be arranged. For larger events access the day before the event can be scheduled for an additional fee.

Set-up Time: _____
 Event Run Time: _____
 Clean-up Time: _____

Decorating / Entertainment

Decorations / Entertainment for events are subject to the approval of Park Staff and should not alter or damage the facility.

Room Diagrams / Set-up

Diagrams may be arranged prior to the event to aid staff in set-up. These should be as complete and accurate as possible to limit changes the day of the event. The number of people attending the event cannot exceed capacity.

Kitchen / Building Supplies

The following equipment/supplies are included in the use of the Facility.

- Two door commercial refrigerator (2)
- Commercial Dishwasher
- Residential Freezer
- Proofer / Warmer
- Six burner Stove / oven
- 3 X 3 griddle
- Some pots, pans and cooking utensils
- Ice Machine
- 50 Cup coffee percolators
- Bunn Commercial Coffee Maker – Five (5) pots
- Microwave
- Misc. table settings (plates, bowls, utensils, etc.)
- 300 chairs
- 45 8-foot square tables
- 18 5-foot round tables.
- Podium / Microphone
- Power Point projector / screen
- Federal / State flags

Clean-Up Time

- Trash must be placed in the proper receptacles provided. No Trash or Food should be left on tables or counters.
- Spills should be cleaned up to help maintain the floors and equipment
- Kitchen must be cleaned and restored to the condition prior to the start of the event.

- All decorations, serving items, etc. should be removed during clean-up time.

Deposit / Cancellation / Refund / Damages

- Deposits may be required for events. Cancellations must be made in writing or by email by the applicant. Refunds: 30+ days out – 100% refund / 29 days and under – 50% refund. Applicant is responsible for payment of repair or replacement costs for any damages to facilities or equipment.
- Alcohol is NOT permitted at any DCPRC building or facility.
 - DCPRC facilities are NON-SMOKING. No smoking is allowed anywhere inside DCPRC facilities.
 - Children must be under adult supervision at all times.
 - One responsible person who has passed their twenty-first (21) birthday, who is answerable for the actions and safety of the event guests and liable for any damages caused by them, shall be present at the event.
 - No Pets are allowed inside DCPRC buildings / pool except service animals. Owners of service animals must have documentation present during the event or will be asked to remove the animal.

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Doddridge County Parks and Recreation

Reservations and Payment:

Mail: P.O. Box 426, West Union, WV 26456

In-Person: 1252 Snowbird Road, West Union, WV 26456

Phone: 304-873-1663

Cash / Check / Credit Card are accepted for payment

Reservations are not complete until full payment has been received.

Cancellations (must be received in writing or email to receive a full or partial refund)

30+ days out = 100% refund

29 days and under = 50% refund

24-hour cancellation or No Show = No Refund

No refunds will be made due to weather conditions including rain, wind, or cold.

Refer to the park website at www.doddridgecountypark.com to review all policies.

Rules and Regulations

General Rental Policies: Reservations for the Main Building and 4-H Barn are taken up to one (1) year in advance.

Reservations for Shelters are taken beginning the first working day of January of the year and may be reserved for that calendar year only on a first come first serve basis.

Reservations for Pool Parties are taken beginning March 1st of the year in which the reservation is being made.

Picnic Shelter / Pavilion Reservation Guidelines

Picnic Shelters / Pavilions can be reserved beginning the first working day of January of the year and may be reserved for that calendar year only on a first come first serve basis.

Exception: Reservations may be renewed up to one year in advance from the date of a current reservation by the same party up to 30 days from the usage date.

Example: On June 2, 2016, the Davis Party would like to renew for the same equivalent date for 2017. The Davis' have 30 days to inform the Park and pay, of their intent to renew the reservation. After 30 days, the facility is open for renewal at the beginning of the year.

Reservations are for full day use from 8:00AM to dark. Site capacity and amenities vary between shelters.

Should your plans change contact the Park Office and we will reschedule your reservation for another day, depending on shelter availability, at no extra charge.

Rental policies for Churches / non-profits / DC BOE: The DCPRC policy for rentals by church groups and non-profits (based in Doddridge County) and the Doddridge County Board of Education shall be that these organizations may reserve any facility (main building, shelter, pavilion, stage, barn, and sleeping cabins) at no charge. They are subject to all usage rules and regulations in effect and may reserve on a first come first served basis.

Reservation of the Pool for an afterhours pool party will be at the established public rate.

Pool use during normal operations by organizations will be at the established, discounted rate organizations of this type regardless of location.

Speed Limit in Park: The posted speed limit on Doddridge County Parks properties is 15 MPH unless posted otherwise. All vehicles must follow posted speed limit or be subject to ticketing by law enforcement.

Fireworks in Park: The DCPRC does not allow fireworks, sparklers, or any other type of explosive item to be set off on Park property unless prior approval is given and a licensed fireworks technician is on site.

Dogs in Main Building or pool deck area: No pets allowed in the Main Building of the Park or the pool deck area by guests, other than a service dog with documentation

Sales or Charging Admission Fees: Park facilities cannot be sub-leased due to the fact that the parks are public property, in NO instance may a fee be charged to enter the facility. No person shall vend, sell or offer for sale any food, beverage, or other commodity, within any park, to the public, without authorization from the Parks Director. Individuals or groups acquiring such authorization are responsible for obtaining all necessary permits or licenses for their function.

Discount Pool Admissions: Pool admissions will be discounted to \$3.00 per person (child or adult) associated with a group that schedules its visit in advance with Park Office. This rate is for church groups, non-profits and Boards of Education (regardless of location).

Children 2 and under are admitted free to the pool.

Hunting in Park: Hunting or use of firearms, bow and arrow, air or gas weapon, or other projectile devices capable of injuring or killing any person or animal or damaging or destroying park property is prohibited.

Exception: When used in a teaching, controlled setting with trained instructors and safety measures are in place to prevent injury. Advance permission must be obtained from the Park Commission for any weapons training.

Vehicle Access & Parking: Limited parking is available. Parking in the grass is allowable at all shelters if needed. Please try to take care if wet conditions exist and not damage the turf.

Exception: Midway Shelter (Shelter One) – parking for this shelter is only available in the Pool Parking Lot. Access to the shelter for loading and unloading is allowed but no car may be left in the vicinity of the shelter for any period of time after unloading/loading is completed.

Bounce houses: Bounce houses are permitted if provided by a professional bounce house/special event equipment provider and the equipment provider submits a Certificate of Insurance naming DCPRC as additional insured in the amount of \$1,000,000. Should the paperwork not be approved and on file you will be asked to deflate the bounce house.

Veterans Shelter: No staples/nails/bolts in beams/posts at Veterans Memorial Shelter

Barbecues: Most shelters have a limited number of barbecues available for use during your rental. If you need additional cooking capacity you are welcome to bring your own self-contained BBQ unit into the park. However, you are responsible for the safe removal of the coals and grease. Do not dump coals and grease in the park on in park trash cans. Do not burn wood or branches in a barbecue unit. If you are bringing tow-behind barbecues or food trucks to service your picnic they must be approved by Park Director.

Alcohol: Alcohol consumption and distribution is prohibited on Doddridge County Parks properties.

Smoke-free Facilities: Smoking is prohibited in all enclosed facilities, including buildings owned, leased, or operated by DCPRC. This includes but is not limited to lodge and lodge rooms, park cabins, group camping yurts, and in the fenced in pool area.

Tents and Canopies: Pop up tents are permissible as long as they do not exceed 400 square feet. Tents must be weighted down – staking is not permitted due to underground utilities.

Dogs on Leash: All dogs are required to be on a leash. Please pick up after your pets.

Supervision and Responsibilities: Each individual in the group must obey all applicable Park, State and Federal rules, ordinances, laws and regulations. Failure to do so may result in your rental being canceled, and you and your party being asked to leave the premises and/or be subject to legal action.

Renter must provide general supervision and control over all activities to prevent injury and damages.

