



BLUE ASH SHELTER RENTALS POLICIES AND PROCEDURES

The following information is provided to assist you in renting Blue Ash shelters. Please let us know of any special needs when speaking with our staff so we can ensure a memorable experience.

Inquiries regarding shelter availability may be made by contacting our Recreation Staff at 513-745-8550. Reservations are limited to those who work or reside in the City of Blue Ash. All reservations must be made in person by visiting the Welcome Desk at the Blue Ash Recreation Center and require proof of affiliation.

GENERAL INFORMATION

- Rentals must comply with shelter occupancy limits at all times. Failure to do so may result in denial of future reservations. Please refer to the attached chart for maximum occupancy information.
- Shelters are available to rent April 1 – October 31 between the hours of 11:00AM and 9:00PM.
- Prior to April 1st and after October 31st, all park restrooms will be winterized and unavailable.
- The park is closed from 11:00PM to 6:00AM.
- Rentals are limited to one per calendar month for Maple, Sycamore, Blue Ash and Oak Shelters.
- Rentals are limited to those who work or reside in the City of Blue Ash.
- Rentals must be made in person and require proof of affiliation.
- Renter is responsible for set-up and tear-down of tables and chairs.
- Renter is responsible for clean-up including placing all trash in receptacles, wiping down chairs/tables, and sweeping floor (cleaning supplies provided in room closet).
- Failure to comply with any Rental Policies will result in denial of future reservations.

FEES

- Shelter rentals are at no cost and limited to those who work or reside in the City of Blue Ash.

AMENITIES

- All shelters are equipped with picnic tables for maximum number of occupants.
- Please refer to the attached room chart for detailed shelter amenities and information.

SHELTER CONTRACTS

All rentals require a signed contract.

- Reservations can be made the first business day of November beginning at 9:00AM for the reservation season (April 1st through October 31st).
- Shelter reservations are not available for dates outside the reservation season (November through March). Shelters will be available on a first-come first-serve basis during that time frame (park restrooms will not be available).

CANCELLATION & DATE CHANGE POLICY

If you will not be using the shelter, please contact a Recreation staff member at 745-8550 as soon as possible so that we can offer the shelter to another group. Date changes are dependent upon availability.

POOL/RECREATION CENTER USE

Members must use Recreation Center I.D. card for admittance. Guests must remain with a member and pay daily fee. If the pool is near capacity, guests will not be admitted.

RECREATION CENTER ATTENDANT

Staff is available for inquiries during Recreation Center hours. Please see or contact one on of the front desk attendants at 513-745-8550 if you need assistance. Visit www.blueash.com or call 513-745-8550 for current Recreation Center hours.

SET-UP AND CLEAN-UP

User is responsible for all necessary set-up and clean-up including: decorations removed, tables cleared, garbage put in trash containers (liners are provided, extras available in Recreation Center). Damages and/or excessive clean-up required and caused by the renter, their vendors, or their guests, shall be the responsibility of the renter and the renter will be charged for the cost of clean-up and/or repair. If upon your arrival you discover the area to be in unsatisfactory condition please notify the attendant on duty in the Recreation Center.

DECORATIONS, MATERIALS AND DELIVERIES

The use of candles, double back tape, staples, nails, glitter, confetti and other similar materials is prohibited. It is the renter's responsibility to ensure its vendors and contractors comply with all regulations and guidelines regarding use of the facilities and equipment. All vendors must be approved prior to the rental. Failure to comply with these guidelines will result in denial of future reservation requests. Damages and/or excessive clean-up required and caused by the renter, their vendors, or their guests, shall be the responsibility of the renter and the renter will be charged for the cost of clean-up and/or repair.

SHELTER RENTAL, FOOD AND BEVERAGE SERVICE

- Outside food and/or drink is permitted. Consumption of alcohol in the shelters will require an Alcohol Permit (see below for more information on our Alcohol Policy).
- If your rental requires catering please confirm that you are using one of our approved caterers. If you choose an outside caterer, we will require pre-arranged approval with our staff at least 30-days prior to your rental. This will ensure your caterer has a full understanding of our policies and has been approved by our insurance standards and guidelines (see below for a list of approved caterers).
- Food trucks are not permitted.

APPROVED CATERERS

- For a current list of approved caterers please contact our staff at 513-745-8550 or stop by our Welcome Desk. If you choose an outside caterer, we will require pre-arranged approval with our staff at least 30-days prior to your rental.

ALCOHOL POLICY

- If you plan to bring your own alcohol this permit is free with your rental, but requires that you sign and agree to the terms of the permit on the contract and our policies.
- The alcohol permit offered through your rental covers "BYOB" usage, but not sales. If a caterer is providing alcohol for your rental they must obtain a separate alcohol permit.
- Any alcohol must be confined to the shelter area. No glass containers are permitted in the park.
- All renters must have their signed shelter contract with them during facility usage.
- Persons under 21 years of age are not permitted to consume alcoholic beverages.
- Any persons who appear to be intoxicated should not be served alcoholic beverages.
- Alcohol brought onto the premises without our knowledge will be confiscated (and not returned).

MISCELLANEOUS

- Personal vehicles are prohibited on or within any park pathways and/or spaces. It is your responsibility to ensure all your rental participants adhere to this policy.
- Only entertainers who can walk their equipment to the shelter are allowed. No large and/or heavy equipment may be utilized without prior authorization from Recreation Staff (examples include inflatables, dunking booths, putt-putt courses, etc).
- Sidewalk chalk and water balloon toss/egg toss games are prohibited due to the difficulty of clean-up.
- Outdoor Corn Hole Boards are available for use by anyone who has reserved a shelter in the Nature Park on a first-come first-serve basis. There are two sets at designated locations. Renters must bring their own corn hole bags.
- Ballfield may be used on a first-come, first served basis. Alcohol is not permitted on the ballfield or in the ballfield stands.
- Soliciting on City property is not permitted. Shelter rentals are for social events only and usage for promoting products/services or selling products/services is not permitted.
- The City's likeness may not be used in any internal or external promotions. This includes but is not limited to City logos, employees, officials, agents and/or facilities.
- Excessive noise and amplified sound are not permitted.
- The City of Blue Ash is not responsible for any items left after a rental.
- Failure to comply with any policies and procedures will result in denial of future reservation requests.

RELEASE OF LIABILITY

The renter agrees to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, departments, boards and commissions from any and all claims, causes of action, proceedings, liabilities, losses, damages, costs and expenses related to or arising, directly or indirectly out of the renters acts or omissions upon or related to its use of City property.

Shelter	Minimum Capacity	Maximum Capacity	Amenities		
			Tables	Grills	Fireplace
Maple Shelter	25	125	10	2 Double	
Sycamore Shelter	25	125	10	2 Double	
Blue Ash Shelter	50	200	23	4 Double	✓
Pine Shelter	None	30	4	1 Single	
Walnut Shelter	None	30	4	1 Single	
Hickory Shelter	None	30	4	1 Single	
Oak Shelter*	25	125	10	1 Double	

*Oak Shelter is located in Oakwood Park at the corner of Oak and Idalia Avenue