

PELLA PARK COMMISSION
Policies and Rules for Shelter Reservations

The following is a list of parks in Pella that have shelter houses that can be reserved from May 1st thru September 30th. Fees are \$25 per time slot. Two 5-hour time slots are available to choose from. If shelters are not reserved, the shelters are available on a first-come-first-serve basis.

- Brook Circle
- Caldwell
- Lions
- Rotary
- Kiwanis
- South
- West Market (3 shelters).

Reservations can be made Monday through Friday 7:30 am to 4:30 pm by calling the Pella Parks & Recreation Office at 641-628-4571 or stopping by 712 Union Street.

SHELTER RESERVATION AND PARK RULES

1. To reserve a shelter:
 - Call the Parks & Recreation Office at 628-4571, Monday - Friday 7:30 am to 4:30 pm.
 - Request a reservation for any of the above shelter houses for a 5-hour period, 10:00 a.m. to 3:00 p.m. or 4:00 p.m. to 9:00 p.m.
 - Pay the \$25 fee at the Parks & Recreation Office within a week of making the reservation.
 - Reservations made for upcoming week-end; the fee is due by Wednesday.
 - No refunds allowed.
 - Reservations may be made any time after January 1 of the calendar year.
 - Reservations need to be made 3 business days in advance.
2. **ABSOLUTELY NO ALCOHOL.**
3. Absolutely no parking in the park.
4. Do not drive vehicles in the park or on sidewalks.
5. Fires are permitted only in grills.
6. Picnic tables that are removed from shelters are to be returned before you leave the area. Tables are to be used as tables only.
7. Please show respect for the area by placing all litter in the garbage cans provided.

ADDITIONAL REQUIREMENTS FOR SPECIAL EVENTS

1. Reservations for special events will require approval of the City Council. Applications are available at City Hall or from the city web site at www.cityofpella.com. (A Special Event is defined as - An event sponsored by an individual, club, organization, group, partnership, or corporation in which the public is invited to attend and which require the use of public streets or other public property as a staging area for promotion of the event.)
2. Applications are due at City Hall at least 60 days prior to the event.
3. The Pella Park Commission requires that the area be left in good condition. Garbage removal and any additional restrooms needed by large groups are the responsibility and the expense of the organizer.