



SHELTER/PAVILION/GAZEBO RESERVATION RULES

The Morristown Parks and Recreation Department maintains a variety of picnic shelters/pavilions/gazebo for reservation purposes. Reservations are issued by the Parks Administration Office, 415 W. Louise Avenue, Morristown, TN 37813 between 8:30 AM and 5:30 PM, Monday thru Thursday, 8:30 AM and 4:00 PM, Friday. Payment is required at the time your reservation application is made. Reservations will not be confirmed until payment is received. Checks should be made payable to Parks and Recreation.

All rentals are subject to the rules and regulations of the Morristown Parks and Recreation Department as adopted in Ordinance No. 3355 for city parks. Failure to abide by these regulations could result in fines and/or suspension from the parks.

1. Park hours are from 7:30 AM to 10:00 PM, March thru October. The parks will close at 7:00 PM November thru February and formal reservations are not taken during these months, usage is first come-first serve.
2. Reservation times will be 8:00 AM – 3:00 PM **OR** 4:00 PM – 9:00 PM. The charge is \$35.00 half-day and \$55.00 full day. **Please have cleaning done and vacate promptly at your allotted time.** Please help keep the shelter/pavilion and surrounding areas clean for the next group to use. Our shelters are used continuously throughout the day. Park Maintenance does not clean and restock between half-day reservations. Damage to city property, or failure to clean up after use may cause any future reservation privileges to be revoked.
3. Your receipt is your proof of reservation. Please bring it with you. Reservation schedules are also posted in the shelter/pavilion/gazebo.
4. If there is any problem with the rental (or if someone else is in the reserved area and they don't leave after you show them your receipt and ask them to), contact the Park Ranger (423-273-3440 or 423-736-2506) or Morristown Police Department (423-585-2710).
5. Decorations attached with tape, string or staples to the building or tables **ARE NOT ALLOWED.**
6. All shelter/pavilion/gazebo reservation fees are **NON-REFUNDABLE** unless due to inclement weather. All changes are subject to a \$15.00 service charge.

7. Shelter reservations do not include exclusive use of any other park amenity; this includes the use of ball diamonds, tennis courts and playground equipment. These areas are used on a first-come, first-served basis. Please limit use of these areas to one hour at a time if another group is waiting.
8. All reservation facilities are equipped with trash containers. You are responsible for cleanup. Please no glass containers in the parks.
9. Transfers must be in writing and must include the return of the current reservation receipt. Reservations may be changed/transferred with a minimum of two weeks written notice and the return of the current reservation receipt. All changes are subject to a \$15.00 service charge.
10. Profanity, abusive language or behavior or loud music is not permitted. Amplified live music is not permitted.
11. Operation of motorized vehicles off designated roads or parking areas are not permitted.
12. No alcohol beverages permitted.
13. Solicitation, advertising or signage of any kind is not allowed.
14. No fires outside park picnic grills. No gas or charcoal grills are allowed in or under shelters/pavilion/gazebo.
15. Discharge or possession of firearms, fireworks, or explosives are not permitted.
16. Pets are allowed on a leash at the following locations only: Morristown Greenway, Civic Park, Long-Reel Track, Stetzer Park, Walters Park, and Wildwood Park.
17. Operation of vending or concessions, roving concessions on park roads and parking areas such as ice cream trucks are not permitted.
18. No person shall use a city park for a public event without a permit.
19. Any vehicle in the park at closing time will be locked in until the park opens the next morning.
20. No climbing on picnic tables and railing at Pavilion.
21. No lying/sleeping on park benches, tables or in park shelters/pavilions.
22. Applicant personally guarantees orderly behavior and will underwrite any damage to the premises arising out of activities of the user.