



Town of Buchanan Picnic Shelter Rental Usage Policy Updated March 24, 2021

Introduction

This rental usage policy applies to all picnic shelters, as well as the Gazebo managed by the Town of Buchanan.

Hours of Use

Picnic shelters are maintained and available from dawn to dusk for general public use on a first come, first serve basis, unless otherwise reserved according to this rental usage policy or as limited by Town of Buchanan activities, which have priority.

No activity or rental will be permitted to extend past Park closure at dusk.

Shelter Pricing

Reservations can be made for up to one year in advance of the date requested.

Large Pavilion (Seats about 75 at picnic tables)

- Non-resident/Corporate.....\$70.00
- Resident/Non-profit..... \$60.00

Small Pavilion (Seats about 25 at picnic tables)

- Non-resident/Corporate.....\$50.00
- Resident/Non-profit.....\$40.00

Gazebo

- Non-resident/Corporate.....\$100.00
- Resident/Non-profit..... \$75.00

Payment Policy

Payment is to be made in full at time of reservation. Methods of payment include cash, check or credit card (MC, Visa or Discover with an additional processing fee).

Checks should be made payable to:

Town of Buchanan
P.O. Box 205
Buchanan, VA 24066

For additional information:

Buchanan Town Hall

Hours of Operation: Monday – Friday, 8:00am-5:00pm

19753 Main Street

Phone: 540-254-1212

Email: hgleason@buchanan-va.gov



Town of Buchanan Picnic Shelter

Rental Usage Policy

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Organization _____ Contact Name _____
Address _____ City _____ State _____ Zip _____
Address _____ Phone _____
Email _____ Attendance _____ Admission Fee? _____
Picnic Pavilion Requested _____ Date _____ Cost _____

General Information

- Once all fees (if applicable) are paid, the reserving party will be issued a Reservation Permit outlining details pertinent to their reservation. This permit will also serve as permission as the exclusive user of the shelter for the date and time specified.
- A reservation schedule will also be placed in the pavilion or gazebo area at the Park.
- It is the responsibility of the renting party to take down and dispose of any decorations and is responsible for placing all trash and debris in provided containers.
- Any damages resulting from conduct by the reserving party will be billed directly to and due from the permit holder.
- Private vehicles may not be driven or parked on grass within the park, sidewalks, service driveways, or emergency zones. Only designated parking lots may be used for loading and/or unloading.
- Selling, opening, possessing alcoholic beverages in any open container, or consuming any alcoholic beverage on Town property is prohibited other than in connection with an event or activity for which an ABC permit has been issued. Approval by Town Council is required.
- No glass containers.
- Reservations cancelled by reserving party within 48 hours of event will be issued a full refund.
- Reservations cancelled by reserving party with less than 48 hours' notice of event will result in fees being forfeited.
- The Town will approve or deny all facility reservation requests and reserves the right to cancel a reservation.
- The Town will remove all trash and debris from receptacles and dispose of properly and make sure pavilion and restrooms are cleaned and ready for use for the next day in the event of back to back rentals.
- Liability insurance will be required for organizations.
- See COVID Safety Addendum

I have read and understand all of these rules and regulations for use of the Town Park facilities. The group I represent will comply with all the attached rules and regulations.

Responsible Party's Signature _____ Date _____



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COVID SAFETY ADDENDUM

COVID-19 Requirements and Restrictions. Due to the ongoing COVID-19 pandemic, all individuals utilizing a shelter are asked to please observe the following state-mandated requirements and restrictions:

**Please note that at this time state-wide COVID-19 regulations on in-person gatherings restrict parties using a shelter to a maximum of 100 people. New public health directives may cause this limit to be increased or decreased without written notice to the reserving party. The reserving party is responsible for reviewing state and local COVID-19 regulations prior to using any Park shelter.*

- No reservation may have more than 100 attendees.
- An event may not be open to the general public.
- All attendees should wear masks over their nose and mouth in accordance with Section II of Executive Order 72.
- Attendees who are not members of the same family household should maintain six feet of physical distance between other attendees.
- If the reserving party or any attendee feels sick, he or she should stay home and not attend the event.
- The reserving party acknowledges that state or local government could enact new COVID-19 restrictions potentially affecting this reservation and that he or she has a responsibility to review the most recent state and local laws and guidelines regarding COVID-19 prior to the reservation. The reserving party agrees to ensure compliance with all COVID-19 laws and guidelines during the event.
- Each organization/individual must submit a detailed Site Management Plan that clearly shows how they plan to comply with the attached stated COVID Guidelines. Use will not be authorized without a Site Management Plan approved by the Town of Buchanan. These Guidelines were updated on March 24, 2021. As these Guidelines continue to change, the Town of Buchanan reserves the right to change these guidelines accordingly.

I have read and understand all of these rules and regulations for use of the Town Park facilities. The group I represent will comply with all the attached rules and regulations.

Responsible Party's Signature _____ Date _____

Town of Buchanan Signature _____ Date _____

____ Approved

____ Denied

Reason for denial: