

## W. W. Williams Shelter @ Wyman Woods Frequently Asked Questions

### How do I reserve it?

- Check online ([www.grandviewheights.org/onlinereg](http://www.grandviewheights.org/onlinereg)) or with the Parks and Recreation Department to see if your date is available.  
Fill-out the agreement form and make your payment to lock-in your reservation. Reservation dates are not official without paperwork and payment.
- Beginning the first business day in January for residents and the first business day in February for non-residents, we will hold a date (without completed paperwork or payment) for 2 business days. After 2 business days, if the reservation paperwork and payment are not received, the date will be released and available to others.
- Shelter can be rented by persons 18 years old or older.
- If your event does not require an alcohol permit, we can fax or email you our agreement form, which you can return to us completed and with payment (and proof of residency if applicable) but your date will not be confirmed until your completed paperwork and payment are received.

### Is alcohol permitted?

- New for 2015 and at the W. W. Williams Shelter at Wyman Woods only: alcohol can be permitted during your event if person registering for the shelter is over 21 years old, completes an alcohol permit form and pays an additional \$250 service fee. The city reserves the right to have a special duty Police Officer on-site during your event.
- Alcohol use during a permitted event must remain inside of the W. W. Williams Shelter.

### What does a reservation cost?

- Sunday through Thursday: residents \$120, non-residents \$240 (8 hour window includes set-up and clean-up).
- Friday and Saturday: residents \$200, non-residents \$400 (8 hour window includes set-up and clean-up).
- Extra hours can be added to a reservation beyond the 8 hours permitted, at a cost of *one-quarter of the daily rate per* extra hour requested.
- The alcohol permit, if requested, is an additional \$250 fee.
- Grandview Heights and Marble Cliff-based non-profit groups can rent the shelter at a 15% discounted price (Sunday through Thursday = \$100 and Friday and Saturday = \$170)

### When can reservations be made, and what is the rental season?

- Residents of Grandview Heights and Marble Cliff may begin registering for the W. W. Williams Shelter on the first business day of the year at 8am in the Parks and Recreation offices. Walk-in only on first day.
- Non-residents can begin reserving the shelter on the first business day of February each year.
- The shelter can be rented from April 1<sup>st</sup> through October 31<sup>st</sup>.

Due to limited insulation in the shelter, exterior temperatures below about 45 degrees may challenge the shelter's heating system; reservations made early and late in the season could be impacted.

#### How many people can the W. W. Williams Shelter serve?

- There are 144 chairs.

#### What do I get when I rent the W. W. Williams Shelter at Wyman Woods?

- An approximately 1,800 square foot main room.
- A "kitchenette" area with a small microwave, refrigerator and sink area.
- Accessible restroom facilities.
- Furnishings include 18-60" round tables, 144-stackable/upholstered chairs and 3-6' long rectangular-shaped tables.
- A fireplace (you must supply your own firewood)
- 7 duplex electrical outlets in the main room; 2 duplex outlets in the kitchenette.
- **NOTE:** a shelter reservation is for the shelter and the immediate surrounding area only; other park amenities are still available to the general public during a reservation. Those other park amenities include a unique playground, walking paths, multi-use field space and a parking lot with 53 regular parking spaces and 2 accessible parking spaces.
- **A limited number of additional 6' long rectangular-shaped tables** are available for an additional \$8/table

#### Is cooking or open flames permitted in the shelter?

- Cooking of food is not permitted in the shelter; the use of crock pots or warming trays is OK.
- The shelter is designed for prepared food to be brought in.
- Open flames are not permitted (exceptions are Unity Candles and Fireplace).
- There are 2 park grilles just outside of the shelter that may be used to cook food.

#### Can I set-up other structures in the park?

- The use of tents, inflatables, dunk tanks and other structures in the park is not permitted; the only portion of the park that you are renting/reserving is the shelter itself.

#### Can I get a refund in the event of a cancellation?

- Refunds will be available in the event of cancellation based on the following:
  1. A full refund (less 5% administrative fee) will be given if the cancellation is made 90 days prior to the reservation date
  2. A 50% refund will be given if the cancellation is made 30-89 days prior to the reservation date
  3. No refund will be given when the cancellation is made less than 30 days prior to the reservation date

### How is a “Non-Profit Group” defined?

- An organization that has a 501(c)(3) status
- Examples of non-profit groups include the Boy Scouts, Girl Scouts and Y-Tribe/Indian Guides; Grandview Civic Club, Kiwanis, Lions, and the Tri-Village Rotary.
- Churches with a 501 (c)(3) certificate, based in Grandview Heights or Marble Cliff.
- City of Grandview Heights Parents of Students groups when rental is for GHCS district students exclusively.
- **Any Non-profit group requesting the 15% discount must have an address within the City of Grandview Heights or Village of Marble Cliff corporate limits.**

### School Use of Shelter:

- The Grandview Heights City School District may request and use the Shelter at no charge for official school events.
- Parent groups, organizing activities for GHCS District students, may rent the Shelter at non-profit rates.

### What clean-up responsibilities do I have after my reservation?

- You are responsible for removing the items you brought with you. Items left behind are subject to disposal.
- Table tops should be wiped off.
- Trash removal, sweeping and mopping will be addressed by city staff after your reservation.