

Franklin County
Parks and Recreation Department

62 West River Road
Louisburg, NC 27549
Phone: (919) 496-6624 Fax: (919) 496-7656

Picnic Shelter Reservation Policy

Picnic shelters are available for use on a first come, first served basis unless reserved. Non-reservation users must yield immediately to shelter users with reservations. Shelter users are required to follow the Ordinance Regulating the Operation and Use of Parks and Recreation Facilities Owned and Controlled by Franklin County. Parks close at sunset and shelter reservations end at that time unless a special conditions permit is issued. Please allow sufficient time to clear shelter area and exit the park prior to the gate closing.

The reservation is for the shelter and area immediately surrounding the shelter only. All other park grounds and facilities remain open to the general public and cannot be exclusively reserved with the exception of ball fields that must be reserved separately if available. Shelter users may not stake off or otherwise delineate areas outside the shelter for their exclusive use unless granted a special conditions permit by the Parks and Recreation Department.

Reservation procedures:

1. Reservations must be made a minimum of seven days in advance of the day of use and no more than 120 days in advance.
2. No reservation can be confirmed without a completed application, payment of fees and issuance of a permit. Telephone "holds" of dates are not permitted. Reservations may be mailed, however until the completed form and payment is received the date is open and available to others.
3. Upon receipt of application and receipt of fees a date will be reserved. If the application is approved, a permit shall be issued. Special conditional uses may require a longer time to process. Applications not approved will be refunded. For special uses, additional fees may need to be paid prior to issuance of a permit.
4. The Picnic Shelter Permit must be in the possession of an individual at the site during use of the shelter. Shelter users are required to show their permit to County officials and Police officers when so requested. The permit may also be needed to provide other individuals proof that you have reserved the shelter. Others at the shelter without permits must yield and vacate the premises upon presentation of a valid permit. If use of the shelter will require time for you to set-up the activity and cleanup, that time must also be included in the reservation request.
5. Reservations may be cancelled up to 14 days in advance with full refund of the reservation fee. Refunds will not be given for inclement weather or less than 14 days prior to a reservation date. Inclement weather dates may be rescheduled, if a date is available, but must be requested no more than two business days following the original reservation date. Inclement weather must occur at the picnic shelter during the time reserved before a rain date may be rescheduled.

6. The picnic shelter may be reserved for a minimum of three hours between the hours of 8am and sunset Monday through Sunday.
7. The picnic shelter has seating for approximately 136 people at any one time.
8. A \$5.00 non-refundable administrative fee applies to all permits issued (Included in fees below).
9. Fees: Three-hour minimum (includes electricity and water):
Franklin County Resident Reservation fee: \$30 for first 3 hours
\$10 each additional hour
Non-Franklin County resident fee: \$50 for the first 3 hours
\$20 for each additional hour
Key deposit (if applicable): starting at \$25 refundable upon return of key(s).
Other deposits and fees: amount may vary as required by special use need.
10. Special arrangements must be made for use of the shelter that might include but are not limited to the following:
 - Exclusive use of an area outside the shelter
 - Reservation of a ball field
 - The use of amplified sound
 - Fireworks
 - Events where the general public is invited
 - Activities involving over 150 in attendance
 - Special equipment such as tents, games, rides, etc.
 - Selling or vending of food or other items
 - Solicitation of donations or charging admissions
 - Use of a cookerEach request will be considered on a case by case basis. Additional fees may be charged for each conditional use permitted.

Other Picnic Shelter Use Rules and Regulations:

1. Fires are permitted only in grills or cookers located in designated areas. No other fires are permitted. Charcoal only is to be used in grills. Hot coals are to be disposed of in hot coal receptacles only. Do not leave the picnic shelter until grill fire is completely extinguished. Do not use gasoline to start charcoal fires. Use approved lighter fluids according to manufacturer's instructions. Do not leave matches unsecured. Do not leave fires unattended.
2. Cookers may be used with the following restrictions:
 - a. Cookers may NOT be used in the parking lot, other paved areas or lawns. Cookers must be pulled only into the cooker area beside the shelter and detached from the vehicle. The vehicle must return to the parking lot during cooker use.
 - b. Vehicles entering park grounds may only use the prescribed path to and from the cooker area.
 - c. The reservation begins once the cooker is placed at the shelter and ends when the reserving party cleans up and removes the cooker from the park.
 - d. Use of a cooker must be indicated on the reservation application under special conditions.

3. Trash is to be placed in receptacles provided. **Groups are responsible for providing their own trash bags and disposal of that trash if it exceeds the capacity of provided trash receptacles. DO NOT LEAVE BAGS OF TRASH BESIDE THE TRASH CANS! IF THE TRASH CANS ARE FULL, TAKE ANY EXTRA TRASH WITH YOU AND DISPOSE OF PROPERLY.** Picnic tables and shelter areas are to be cleared of debris and left reasonably clean for the next user.
4. Porta-potties are available at the picnic shelter site. One is designated for males and one is designated for females. Groups are to monitor use and assure that they are not abused. For larger groups, the group may need to provide extra toilet paper and paper towels.
5. If the shelter, porta-potties or the bathrooms are left in disarray, a maintenance fee of \$30.00 per man-hour may be charged to the group to offset costs of extra work.
6. Sound reproduction devices such as loudspeakers and musical instruments and amplified sound is prohibited unless a special permit is obtained.
7. Picnic tables in the shelter may be moved within the shelter area however, they must be picked up when moved. DO NOT DRAG. Tables moved are to be returned to their original arrangement before leaving. Tables at individual picnic sites are bolted down and may not be moved.
8. Groups reserving the picnic shelter must not disturb or interfere with any person or party using any other area of the park or any person participating in other authorized activities within the park.
9. Individuals and groups causing damage to the facility or grounds beyond normal wear and tear may be required to pay for such damages.
10. The Franklin County Parks and Recreation Department reserves the right to cancel the reservation with or without cause.