



# Henrico County Recreation and Parks

## ***PICNIC SHELTER RESERVATION GUIDE***

**Picnic Shelters:** Covered structures with open sides that include amenities.

**Amenities:** Picnic tables, benches, electrical outlets, and charcoal grills.

**Seating Capacity:** 50 people per shelter, except for Osborne Park Shelter #1 which holds 75 people. (Large groups are encouraged to make a reservation at Deep Run Park or Dorey Park, where several shelters are grouped together.)

FEE SCHEDULE	
\$25.00	9 a.m. – 2 p.m. 3 p.m. – dusk
\$50.00	9 a.m. – dusk

Parks close at DUSK which may affect the ending time of your reservation.

To download a form, a list of parks with shelters, or a list of our walk-in locations go to:  
[henrico.us/services/reserve-a-park-shelter](http://henrico.us/services/reserve-a-park-shelter)

### ***MAKING A RESERVATION***

**Online & In Person:** Individuals may go to [connect.henricorecandparks.com](http://connect.henricorecandparks.com) to create an online account and request a reservation no more than one year in advance and no less than three (3) days in advance (subject to availability). Shelters that have not been reserved are available on a first-come, first-served basis. **Reservations submitted by an organization** must be made in person. **NOTE: In-person reservations made less than thirty (30) days in advance must be paid with exact cash or card.**

**ID Requirements:** Identification must be provided when submitting a shelter reservation. The payer's name and address on the identification must match the information submitted on their shelter reservation form. Applicants submitting an **Individual** shelter reservation must provide a valid DMV-issued photo ID. Any of the following identifications reflecting the applicant's current address may serve as a supplement if the DMV-issued photo ID does not reflect their current address: a DMV-issued change of address card (if applicable), or a voter registration card. Applicants submitting an **Organization** shelter reservation must provide any one of the following identifications: a business card, a letterhead from the organization, a check with the organization's name and address on it, or a Henrico County business license.

**A signature from the applicant is required on the shelter reservation form or online by checking the required boxes.** When reserving a picnic shelter, you have agreed to assume the responsibility of having all members of your group adhere to [Henrico County Ordinance, Chapter 14 Section: 14.31 to 14.52](#) and the [Picnic Shelter Reservation Guide](#).

**Division Approval:** See "Rules for Usage" (page 2) for detailed information on what you may bring to a shelter.

### **An approved shelter permit and receipt confirm your reservation.**

1. Please review your reservation permit and receipt and contact us with any discrepancies.
2. Individuals that have placed shelter reservations have priority for shelter use. Reservation signs including shelter reservation details will be posted at each shelter. Please have your reservation permit and receipt with you for reservation verification and contact information purposes. Non-reservable shelters are available for public use on a first-come, first-served basis.

### ***PARK CLOSINGS***

Park closings will be announced on the Inclement Weather Hotline: 804-501-5132, Henrico County Recreation and Parks' website: [henrico.us/rec](http://henrico.us/rec), and HCTV Comcast channel 17 and Verizon channel 39.



[henrico.us](http://henrico.us)



[shelters@henrico.us](mailto:shelters@henrico.us)



(804) 501-7275

## ***SHELTER REFUND AND CHANGES POLICY***

Requests must be made in writing and received three (3) days prior to the reservation date. Refund requests due to inclement weather must be received in our office no later than seven (7) days following your reservation. Reservations will not be refunded due to inclement weather until the actual reservation date has passed. All refunds are paid by check and mailed within thirty (30) days of approval to the address provided on the shelter reservation form.

1. Henrico County Recreation and Parks defines inclement weather as any kind of extreme weather, usually severe rain, flooding, wind or tornado warnings, snow, or ice, which might create hazardous conditions for park patrons either traveling to or from or participating in scheduled park activities. Inclement weather does not include seasonal weather patterns such as extreme temperature fluctuations, poor air quality warnings, or extreme humidity levels which are often experienced annually throughout central Virginia.
2. All requests for any changes to your reservation, including cancellations (transfer of location, date, or time) must be made in writing and received in our offices at least three (3) business days prior to the original reservation date OR seven (7) days following inclement weather. Shelter transfer requests are limited to availability. There will be no changes to shelter reservations made less than three (3) days in advance.

Written requests can be submitted in person or by e-mail at [shelters@henrico.us](mailto:shelters@henrico.us).

## ***SHELTER RULES FOR USAGE***

**Your assistance in keeping the area clean and ready for others to use when you are done is greatly appreciated.**

1. Alcoholic beverages are prohibited on Henrico County property.
2. Shelter rentals only include the use of the shelter and their adjacent charcoal grill. Shelter rentals do not include the surrounding areas, playgrounds, or spray parks. Our parks are open to the public during the hours of sunrise to dusk.
3. Signage and decorations must be tied or taped to shelters and completely removed at the end of your reservation time. Nails, staples, chalk, spray paint, and water balloons are not permitted. See County Ordinance 14.36.
4. The following may be brought to the shelter for use: a maximum of two charcoal cooking grills, a catering service, and a small music device that does not require amplification. Permission must be requested (either online or on the reservation form) for any additional items not mentioned above that you would like to bring or set up. These items are subject to Division approval and may require a certificate of insurance. For more information, please call 804-501-5127 or e-mail [mur12@henrico.us](mailto:mur12@henrico.us).
5. Please contact our Sports section at 804-501-1405 or e-mail [sports@henrico.us](mailto:sports@henrico.us) for inquiries regarding sports field reservations, availabilities, reservation procedures, and fees.
6. No funds can be collected within parks without prior written permission from Henrico County Recreation and Parks.
7. Vehicular access is not available at most shelters. Vehicles are to remain in the parking lot.
8. Fish fry/outdoor cooking (if approved) must be located on a hard surface and away from flammable materials. There are no grease disposal facilities in any Henrico County parks. Cooking oil/grease must be removed from the premises and disposed of properly. Henrico Solid Waste Division has disposal facilities at their two public use areas. For more information, visit [henrico.us/utility/solid-waste](http://henrico.us/utility/solid-waste).

## ***ESSENTIAL DAY-OF-RESERVATION PHONE NUMBERS***

**Shelter Concerns: 804-501-4555** (trash, restrooms, plumbing, or electrical)

**Non-emergency Police: 804-501-5000** (If another group refuses to vacate the shelter during your reserved time.)



**henrico.us**



**shelters@henrico.us**



**(804) 501-7275**

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