

HOW TO RESERVE A FLORENCE PARK SHELTER:

1. Click on RECREATION
2. Click on the Nature Park & Shelter Reservation
3. Click on the Park Shelter Calendar of your choice (South Fork, Orleans or Stringtown) at the bottom of the page.
4. Click on to the month and date preferred.

If the date indicates "Pending or Reserved" the facility is **NOT** available to reserve. Park shelters are rented once a day.

If the date has a plus sign (+) next to it and no dot or wording the facility **is** available. Complete the reservation on line and hit submit. It will show up on the calendar as "PENDING"

Go to *FORMS & DOCS* download the Park Shelter Reservation Form and complete the form with your preferred date indicated and other required information. Your \$25 non-refundable rental fee is due within **3** business days after submitting your reservation.

Submit the completed form with payment within **3 business days. Mail or bring form and payment to the Florence Government Center at 8100 Ewing Boulevard Monday – Friday between the hours of 8:30 am – 5:00 pm.**

- After the reservation is submitted with payment and confirmed by City of Florence staff the calendar date will reflect "RESERVED". Park shelters are reserved once a day. Upon receipt of payment the calendar will reflect "RESERVED". Failure to submit the deposit after day 3 will result in cancellation of the reserved date.
- A "**RESERVED**" sign with your name will be placed on the shelter.
- You will receive a copy of your reservation form, receipt and park rules that you should take with you the day of your reservation. In the event you arrive and someone is occupying the park shelter it is proof of your payment. If you encounter any problems feel free to call the Florence Police at (859) 371-1234.

REQUIREMENTS:

- Renter must be 21 years of age or older.
- To inquire for more information or rental procedure, call 647-5439.
- Methods of payment for the **Non Refundable Rental Fee** are cash, check, money order and the following credit cards Visa, Master card, Discover & American Express. *Debit cards are not accepted.*