



# Long Lake Park

## Enclosed Shelter Rentals

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### Enclosed Shelter Information

Welcome to the Long Lake Park Enclosed Shelter. Our staff will make every effort to assist with your event and ensure a great experience for you and your guests. Please call the Park Manager at least two weeks prior to your event to make arrangements for your rental.

The Enclosed Shelter is located on the east side of the lake in a large grassy area surrounded by mature oak trees. The shelter is 35ft. by 56ft. in dimension. There are 13 large, wooden picnic tables. The maximum headcount for the shelter is 130. There are eight 6-foot picnic tables on the porch.

Features include a kitchen with counter space, a refrigerator, electric stove/oven, and hot and cold water at the sink. The bathrooms are attached to the building but are accessible only from the exterior. The ladies room has five stalls including one barrier-free stall. The men's has 3 urinals, one regular stall and one barrier-free stall. There is a playground across the road in the beach area.

Your Enclosed Shelter rental only ensures use of the Shelter and of the lawn surrounding the shelter.

### Enclosed Shelter Rules and Guidelines

- ◆ Your reservation time includes set-up and packing up time. Clean up is handled by staff. We ask that the building is completely vacated promptly at the end of your rental period and that all trash is disposed of in the provided receptacles. **No rentals will be allowed to stay later than 10pm.**
- ◆ **All** furniture must remain inside the building at all times. Porch picnic tables must stay on the porch.
- ◆ No vehicles are allowed in lawn areas, this includes delivery vehicles for chairs, tents, etc.
- ◆ If you are planning on paying the fee for use of a commercial grill, tent or pig roast, please contact the Park Manager to discuss placement of these items.
- ◆ When decorating avoid use of nails, pins, tacks, masking tape, duct tape, command strips or anything that might mar or damage walls, beams or tables. We recommend using painters tape or fishing line for attaching decorations. Glitter, confetti, and water balloons are not allowed. Helium balloons may not be used inside the shelter.
- ◆ Tents, chairs, etc. must be set up and taken down the day of your event unless other sessions have been rented to accommodate them.
- ◆ No horseshoes are allowed in the lawn.
- ◆ Golf carts and ATVs are not allowed to be used on park grounds.
- ◆ Fires are not permitted anywhere but in the shelter fireplace. No fireworks (including sky lanterns) allowed.
- ◆ Park roads and lots cannot be blocked off for any reason.

**Please understand that many groups reserve our park areas each season. These rules are in place to ensure that the park will be in good condition for your event and for events in the years to come. Thank you for choosing Long Lake Park!**