

**Conway Parks, Recreation & Tourism  
Shelter Rental Rules & Regulations**

1. Reservations are for shelter areas only.
2. Park facilities are not provided for commercial or profit making activities.
3. A reservation request may be made in person at the Conway Recreation Center, 1515 Mill Pond Road, Conway SC or online at [www.ConwayParksandRecreation.com](http://www.ConwayParksandRecreation.com).
4. All decorations, equipment, paraphernalia, food, trash etc... provided by the applicant or their authorized representatives must be removed from the shelter area prior to the end of the contract period stated on the front of this application.
5. Independent Contractors, such as Caterers, Decorators, Photographers, etc... that you use for an event/activity held at this facility must have a City of Conway Business License. Please list name and contact information any of the above that you plan on using:  

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6. No inflatables, pony rides, water features or other commercial type activities are allowed on park property.
7. No staples, nails, tape, thumb tacks, etc., may be inserted into the shelter structure or ceiling.
8. No drugs, alcohol or tobacco products are allowed in the park.
9. Only applicants age 21 and older will be considered for approval.
10. The Parks, Recreation & Tourism Director reserves the right to deny applications submitted.
11. No Rice, grain, confetti, etc., shall be thrown or distributed in the shelter area.
12. Damages to the shelter/grills shall be billed to applicant. *Picnic tables are **NOT** to be removed from the shelter area.*
13. Applicant is responsible for depositing trash in the proper receptacles. Picnic Tables must be wiped down after use. Any trash or debris on the ground/area must be picked up and properly disposed of.
14. Any injury as a result of the renter's use of the shelter is the responsibility of the renter.
15. Any signs on park property must be approved in advance. This facility cannot be subleased.
16. Applicant shall be responsible for replacement cost of any damages that occur to the shelter/grills during the rental period. Parks, Recreation & Tourism staff inspect the facility after each rental.
17. All vehicles must be parked in authorized parking spaces. No parking on the grass.
18. This property is subject to all ordinances of the City of Conway. The City of Conway's noise ordinance is in effect. Loud music is not allowed. Parks, Recreation & Tourism Staff and/or Conway Police reserve the right to shut down the event if any rules and regulations are not adhered to.
19. A permit will be issued to the designating the reservation date, time and location. Keep this permit with you in the event of any problems.
20. Grills are available for cooking food only. Please make sure the fire is out before leaving the site.
21. Fire is allowed in designated grills only.
22. Shelters may be reserved during the following times: **9am – 2:30pm, 3pm – 8:30pm or 9am – 9pm.**
23. **Rental rates are:** ½ Day: \$15 – City Resident / \$30 – Non-Resident.  
Full Day: \$25 – City Resident / \$50 – Non-Resident
24. The City Resident rate applies only to those who live within the city limits of Conway, SC.