



SHAKER HEIGHTS

Horseshoe Lake Park – Summer 2016 Reservation and Permit Procedures

1. Reservations will be taken and permits issued for use of the large pavilion between 8:30 am-5 pm Monday through Friday at the Stephanie Tubbs Jones Community Building, 3450 Lee Road, 491-1351.

Horseshoe Lake Park has two pavilions, one large and one small.

Reservation permits will be limited to the large pavilion only. This pavilion can comfortably accommodate between 100 – 175 guests. Permission for use of both pavilions may be granted to larger groups. Up to two reservation time periods may be issued back-to-back for Saturdays and Sundays.

The smaller pavilion will be made available to the general public (individuals who do not fall under a permit) on a first come, first served basis. There is no charge for the permit or reserving the pavilion.

Permits will be issued for use of the large pavilion from May 30–August 28 and weekends only from September 3-25 during the following time periods:

Monday through Friday (except holidays): 12:00 pm to 4:00 pm
4:30 pm to 8:30 pm

Saturday and Sunday; 10:00 am to 1:00 pm
1:45 pm to 4:45 pm
5:30 pm to 8:30 pm*

***Weekend time slot changes to 5:30-8:00 pm in September.**

Holidays: No permits are issued for Memorial Day, July 4th and Labor Day. The park and restrooms will be open for public use.

IMPORTANT:

- **The pavilion areas must be cleared on time in order to accommodate the next group.**
- **If picnic tables are moved for the event, they must be returned to their original location.**
- **No one is permitted in the pavilions after 8:45 pm. The Park is closed to the public at dusk.**

2. Upon making a reservation, a permit will be issued. The permit will contain the following information:
 - a. Name of permit holder (bearer)
 - b. Date and time periods that the permit is valid
 - c. Number of guests attending the picnic
3. Permits must be presented upon request to City of Shaker Heights staff. The bearer of the permit must always be present during the time period(s) listed on the permit.
4. The permit bearer is responsible for informing their party members of, and assuring their compliance with the Horseshoe Lake Park - Rules & Regulations (included).
5. Permits are non-transferable.

Revised: January 2016



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Horseshoe Lake Park Park Rules and Regulations

1. Dogs must be leashed and controlled at all times. Please clean up after your pet.
2. Alcoholic beverages (including beer and wine) or any illegal substances are not permitted.
3. If picnic tables are moved for your event, they must be returned to their original location.
4. Parking: limited parking is available outside the park gates only; however, handicapped parking is available on a limited basis inside the park. Vehicles may enter the park for unloading and loading purposes only.
5. Motorized vehicles are not allowed on the trails or sidewalks. Motorized wheelchairs/scooters used to accommodate a person with a disability are permitted. Trails within the park may be used for conventional bike riding.
6. The discharge or possession of firearms or fireworks is not permitted.
7. No private grills, tables, tents, large inflatable toys, etc may be brought into the park.
 - a. No fires except in grills and stone fireplace. Fires **must** be extinguished before you leave.
 - b. Firewood and charcoal are not provided. Firewood may not be collected in the park.
 - c. Heating or cooking with oil is prohibited.
8. Radios, television sets and compact disc players are permitted, but the volume **must** be kept at a level respectful other park guests and nearby residents. Live music requires advanced approval by City (14 day notice).
9. Fishing, hunting, boating, swimming or engaging in any other water sport activities in Horseshoe Lake is not permitted. Radio-controlled boats are not permitted.
10. Individuals or groups may not use Horseshoe Lake Park for commercial or business purposes, including the sale of any goods or services.
11. Any rule or regulation set forth herein may be waived or modified by the Director of Community Life as may, in his/her judgment, be required for events sponsored by the City of Shaker Heights or for good cause.
12. The City of Shaker Heights is not responsible for lost or stolen property.
13. City of Shaker Heights staff has the authority to enforce all the rules and regulations of Horseshoe Lake.
14. 48 hour Cancellation Policy – in the event of a cancellation and to allow others use of the pavilion, please contact Andrea Jewett at 216/491-1351 with at least 48 hours advanced notice.
15. Any violation of the above stated rules could result in eviction from the park.
16. Vehicles are prohibited on grass areas at any time. Please unload your vehicle on the paved area only.

NOTE: In the interest of serving more citizens, a call to the Recreation Department at 491-1351 indicating that you will not be using your reservation would be appreciated.

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