

CITY-WIDE POLICY		RESOLUTION NO. 2026-04
		EFFECTIVE DATE January 5, 2026
Park Shelter Reservation Policy		REVIEW DATE February 5, 2029
		APPROVED SIGNATURE Mayor Jeffrey C. Dalin

PURPOSE

This policy outlines the procedure and requirements for reserving park shelters in the City of Cornelius. It is intended to ensure compliance with park rules, provide predictable and consistent administration, and support the safe and efficient use of public facilities.

DEFINITIONS

Business Hours: Public Works processes Shelter Reservation Applications Monday-Friday, between 8am-5pm, except on certain holidays. The Public Works lobby is closed to the public during lunch (12pm-1pm).

Event: Any gathering hosted by an individual or group on park property that has two or more attendees.

Organization: Any formal business, club, team, etc. hosting an event for the benefit of their employees, members, volunteers, etc., or that the general public is invited to attend.

PROCEDURE

1. APPLICATION

All reservations require an application per [Cornelius Municipal Code 12.50.040 Applications](#).

1.1 Submission Guidelines

- The Shelter Reservation Application is an online form available on the City website’s Park Reservation Information page.
 - The form is accessible from any personal, internet-connected device, or applicants may borrow an iPad in the lobby of the Public Works Department during business hours.
 - Assistance with filling in form responses will be provided upon request, but the applicant must engage with the final step, agreeing to all *General Park Rules and Regulations* (Exhibit A), before submittal.
 - Forms, rules, and assistance are available in English and Spanish. Additional language support is available upon request.

- Applications for reservations must be submitted at least two business days in advance.
 - Example: 5pm on Wednesday is the cut-off for Friday, Saturday, and Sunday reservation applications, unless Wednesday is a holiday, then it would be the preceding business day.

- Use of shelters is first come, first served whenever there aren't any reservations.
 - This excludes the hour intentionally left open between any two reservations, if applicable, which is to allow for a smooth transition from one event's cleanup, to another's setup.
 - Applicants with an approved reservation shall be granted priority access to any reserved shelter(s) the half hour before a reservation begins, and the half hour after a reservation ends, only if actively setting up for, or cleaning up after, their event.
- Cornelius residents may begin applying, for any reservation date within the same calendar year, on January 1st. All other, non-resident applicants seeking reservations for dates prior to March 31st may also apply beginning January 1st. Applications from non-resident applicants seeking reservations between April and December will not be processed until April 1st.
 - Exceptions:
 1. Applications for reservation dates occurring within the first week of January will be accepted in the preceding December, up until the required minimum two business days' notice.
 2. Applications from non-residents for reservation dates occurring within the first week of April will be accepted in the preceding March, up until the required two business days' notice.

1.2 Reservation Limitations

To encourage the sharing of park shelters, the City has set the following reservation limitations:

- Applicants (excluding organizations) may only reserve a shelter for a maximum of one 4-hour shift per day.
 - Weekday reservations year-round, and weekend reservations for dates between October 1st and March 31st, will be accepted for any 4-hour block between dawn and dusk.
 - Weekend reservations for dates between April 1st and September 30th will be accepted for one of two 4-hour blocks only, 10am-2pm or 3pm-7pm.

1.3 Park Rules

The General Park Rules and Regulations are included within the Shelter Reservation Application, and provided to the applicant again as an email attachment if their reservation is approved.

- All applicants must check the box acknowledging 'I have read and agree to the City's Park Rules' on the Park Rules Agreement portion of the online application prior to submission.
- The City may deny or revoke a reservation if it is determined and communicated that a Certificate of Insurance (COI) is required, but the applicant fails to provide one. See *General Park Rules and Regulations* (Exhibit A), for examples of when a COI must be provided.
- The City may refuse to approve reservation applications from individuals or organizations with prior, documented violations of the Park Rules. Examples of violations include, but are not limited to:
 - Failure to clean a shelter after use (excessive mess or damage gets noted by Parks crew).
 - Using a mobile vendor without a [Mobile Vendor Permit](#) and [Cornelius Business License](#).
 - Posing any risk to public safety, such as bringing or consuming alcoholic beverages, threatening or instigating violence, or engaging in any other unlawful behavior anywhere in or near the park.
- Events with anticipated attendance greater than 150 people require approval from Public Works Department Management.
 - Carpooling is highly encouraged for large events due to limited parking spaces. Guests who must use street parking should be advised to only park where legal to do so, and in a manner which does not obstruct traffic or block the driveways of neighboring residences.

2. EXCEPTIONS

Certain events may be exempted from aspects of this policy as follows.

2.1 Events Hosted by the City of Cornelius

Events hosted by the City of Cornelius may include use of any park shelter(s) without restrictions.

2.2 Events Hosted by Organizations

Events hosted by organizations may be eligible to extend their reservation beyond four hours by special request, on a case-by-case basis.

Requests should be explained and sent by email to: PublicWorks@corneliusor.gov

APPROVAL AND REVISION HISTORY

Version	Date	Approved By:	Description of Change:
1.0	01/05/2026	City Council	Initial Policy

General Park Rules and Regulations

Reservation Procedure

- Shelter Reservations are processed per [Cornelius Municipal Code 12.50 Parks and Recreation](#) and the City's *Park Shelter Reservation Policy*.
- Reservations are not confirmed until the application has been approved. Applicants will receive an email from Public Works confirming approval, denial, or a request for additional information.
- Applicants must have a printed or digital copy of their approved reservation available during their reservation.

Cancellation Policy

- Public Works (publicworks@corneliusor.gov) should be notified by an applicant on the earliest date possible if they do not intend to use their approved reservation as scheduled, to make the shelter available for others.

General Park Rules and Regulations

- Please clean the area following the event. Be mindful of activities that require extra cleaning, such as the use of piñatas, water balloons, and confetti.
- If others will not yield your reserved area to you when requested, please call the non-emergency **Washington County Dispatch** number (503) 629-0111.
- Staples, nails, and pins are **not** allowed to attach decorations, signs, etc. to picnic tables, shelters, or trees. String and tape are acceptable when used properly and removed after use.
- **Inflatable amusement rentals (e.g. bounce houses) are not permitted.**
- **Alcoholic beverages are not permitted.** This law is strictly enforced.
- Park hours are from **dawn** to **dusk** daily.
- **Motorized vehicles are prohibited** except in parking areas.
- Dogs must be on a leash.
- Dog excrement must be immediately removed and disposed of by the animal keeper, possessor or owner.
- There are no reserved parking areas. Parking is first come, first served.
- To prevent overflowing trash bins, it is recommended to bring extra trash liners. Full trash bags can be left by the trash bins for collection.
- All reservations are subject to posted Park Regulations.

A Certificate of Insurance naming the City as an Additional Insured is required for the following:

- Caterer preparing food in the park
- Rented tents/canopies or tables and chairs
- Port-a-Potties
- Field Reservations for seasonal organized sports, tournaments, and other large events