



## W. W. Williams Shelter @ Wyman Woods Frequently Asked Questions

### How do I reserve it?

- Check online ([www.grandviewheights.gov/onlinereg](http://www.grandviewheights.gov/onlinereg)) or with the Parks and Recreation Department to see if your date is available.
- Fill-out the agreement form and make your payment to lock-in your reservation. Reservation dates are not official without paperwork and payment.
- The first business day of January for Residents and first business day of February for Non-Residents.
- Shelter can be rented by persons 18 years old or older.

### Is alcohol permitted?

- Available only at the W. W. Williams Shelter at Wyman Woods: alcohol can be permitted during your event if person registering for the shelter is over 21 years old, completes an alcohol permit form and pays an additional \$250 service fee. The city reserves the right to have a special duty Police Officer on-site during your event.
- Alcohol use during a permitted event must remain inside of the W. W. Williams Shelter.

### What does a reservation cost?

- Monday through Thursday: Residents \$200, Non-Residents \$400 (8-hour window includes set-up and clean up).
- Friday, Saturday & Sunday: residents \$300, Non-Residents \$600 (8-hour window includes set-up and clean-up).
- Additional hours beyond the 8-hour window will be \$50/hr. for Residents and \$75/hr. for Non-Residents.
- The alcohol permit, if requested, is an additional \$250 fee.
- Non-profit groups can rent the shelter at a 25% discounted price (Monday through Thursday = \$150 and Friday, Saturday & Sunday = \$225)

### When can reservations be made, and what is the rental season?

- Residents of Grandview Heights and Marble Cliff may begin registering for the W. W. Williams Shelter on first business day of January online @ [www.grandviewheights.gov](http://www.grandviewheights.gov) or in the Parks and Recreation office.
- Non-Residents can begin reserving the shelter on the first business day of February.
- The shelter can be rented from March 1<sup>st</sup> through December 31<sup>st</sup>.

### How many people can the W. W. Williams Shelter serve?

- There are 144 chairs.

### What do I get when I rent the W. W. Williams Shelter at Wyman Woods?

- An approximately 1,800 square foot main room.
- A “kitchenette” area with a small microwave, refrigerator and sink area.
- Accessible restroom facilities.
- Furnishings include 18-60” round tables, 144-stackable/upholstered chairs and 3-6’ long rectangular-shaped tables.
- A fireplace (you must supply your own firewood)
- 7 duplex electrical outlets in the main room; 2 duplex outlets in the kitchenette.
- **NOTE:** a shelter reservation is for the shelter and the immediate surrounding area only; other park amenities are still available to the general public during a reservation. Those other park amenities include a unique playground, walking paths, multi-use field space and a parking lot with 51 regular parking spaces and 2 accessible parking spaces.

### Is cooking or open flames permitted on the premises?

- Cooking of food is not permitted in the shelter; the use of crock pots or warming trays is OK.
- The shelter is designed for prepared food to be brought in.
- Open flames are not permitted (exceptions are Unity Candles and Fireplace).
- There are 2 charcoal grills just outside of the shelter that may be used to cook food.
- Food trucks are not permitted on the premises unless you receive written approval from the Parks and Recreation Director.

### Can I set-up other structures in the park?

- The use of tents, inflatables, dunk tanks and other structures in the park is not permitted; the only portion of the park that you are renting/reserving is the shelter itself.

### Can I get a refund in the event of a cancellation?

- Refunds will be available in the event of cancellation based on the following:  
A full refund (less 10% administrative fee) will be given if the cancellation is made 90 days prior to the reservation date. A 50% refund will be given if the cancellation is made 30-89 days prior to the reservation date. No refund will be given when the cancellation is made less than 30 days prior to the reservation date.

### How is a “Non-Profit Group” defined?

- An organization that has a 501(c)(3) status
- Examples of non-profit groups include the Grandview Touch Down Club, GHHS Alumni Association, GYFA, GBSA, Grandview FC, Grandview Cheerleading Association, Boy/ Girl Scout, K Tribe Groups and Library Foundation.

- Churches with a 501(c)(3) certificate, based in Grandview Heights or Marble Cliff.
- City of Grandview Heights Parents of Students groups when rental is for GHCS district students exclusively.
- **Any Non-profit group requesting the 25% discount must have an address within the City of Grandview Heights or Village of Marble Cliff corporate limits.**

School Use of Shelter:

- The Grandview Heights City School District may request and use the Shelter at no charge for official school events.
- Parent groups, organizing activities for GHCS District students, may rent the Shelter at non-profit rates.

My Business is in Grandview Heights/Marble Cliff can I qualify for a resident rate?

- Yes. A business profile must be created on recdesk and approved before rate will be awarded. A W9 will need to be emailed to [parksandrecreation@grandviewheights.gov](mailto:parksandrecreation@grandviewheights.gov) before you are approved as a Resident business.
- Non-Resident of Grandview Heights/Marble Cliff will be able to reserve the shelter for the Non-Resident rate by following the step above.