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## **POLICY ON THE USE OF GROUP SHELTERS**

### **PROCTOR LAKE**

1. Reservations for the use of the Group Shelters may be made for any day during the calendar year beginning on the first business day of January.
2. **During January reservations must be made by telephone only.** From February through December, reservations may be made by telephone or in person. Reservations will be made during regular office hours: 8:00-12:00 through 12:30-4:30, Monday thru Friday. **RESERVATIONS WILL NOT BE TAKEN AT THE GATE HOUSE.**
3. The rental fee is \_\_\_\_\_ per day. The rental period is for twenty-four (24) hours beginning the time you set and ending at the same time the following day. (Normal check out time is 2:00pm.) If anyone in the party utilizes the facility prior to the time reserved on the day of arrival, or after the ending of the time reserved on the day of departure, a full days fee will be charged. No reduction of rental fee will be made to the using party if occupancy occurs after the time reserved on the day of arrival, or if the shelter is vacated before the ending time reserved on the day of departure. **GOLDEN AGE OR GOLDEN ACCESS PASSPORTS WILL NOT APPLY TOWARD THE USE OF THE GROUP SHELTER.**
4. The Group Shelter, facilities and grounds will be left in a clean, sanitary condition. The individual reserving the Group Shelter will be responsible for its condition when the group leaves. All trash must be disposed of in an approved container or removed from the park. **Should the Group Shelter be left without being cleaned and/or in an unsanitary condition, a citation may be issued to the responsible individual (the person who reserved the shelter) which could result in a fine and/or appearance before the U.S. Magistrate.**
5. Quiet hours will be observed throughout the park between 10:00 pm and 6:00am. Noises which will unreasonable annoy persons are prohibited at any time. **NO AMPLIFIED MUSIC IS ALLOWED.**
6. The group will be responsible for any damages/vandalism to the Group Shelter facilities. No alterations of Group Shelter facilities and/or components are allowed. A citation will be issued to the responsible individual (the person who reserves the shelter) should any damages/vandalism occur.

7. The entrance gates at all parks will be closed at 10:00pm and opened at 6:00am. Vehicles will not be allowed to enter the park during this time.
8. All vehicles and recreational equipment with wheels (including cookers) are required to remain in designated parking areas at all times. Parking and operation of vehicles off developed roadways and/or parking areas is strictly prohibited. A citation may be issued to anyone parking in an undeveloped or undesignated area.
9. This Group Shelter was designed to accommodate a maximum of \_\_\_\_\_ recreational vehicles (excluding tow vehicles). All unoccupied RV sites may be used for passenger vehicle parking. All parking must be in a designated parking space. No parking will be allowed on the grass or on road shoulders. Anyone parking on the grass, road shoulder, or in violation of posted restrictions will receive a citation. Other designated parking areas are located in the park. **To insure that there is adequate parking for your group, please consult the lake office before signing and returning this policy.**
10. This Group Shelter has four 8 ft. picnic tables. THE GOVERNMENT IS NOT RESPONSIBLE FOR PROVIDING ADDITIONAL FACILITIES OVER AND ABOVE THAT WHICH PRESENTLY EXIST AT THE GROUP FACILITY.
11. Bar-B-Q Pits are to be used with wood or charcoal only. No trash, cans, and/or bottles are to be placed in them. Fires may be built only in the Bar-B-Q pits and not on/in the ground. Only Bar-B-Q pits having totally enclosed fire boxes may be brought onto lake property. The cutting or gathering of trees is prohibited. The gathering of dead wood on the ground is permitted and the bringing of your own wood is suggested. Wood is not supplied at the Group Shelter.
12. Any signs placed by the reserving group anywhere on lake property (poles, stakes, etc,) must be removed by the individual responsible for reserving the Group Shelter before leaving on the day of departure. If the signs are not removed upon your departure, a citation may be issued to the person reserving the shelter.
13. On holiday weekends, the Group Shelter must be rented for at least two consecutive days. A Group Shelter that has not been reserved within two weeks of the holiday weekend can be reserved one day.
14. Volleyball nets are not provided at the Group Shelters , which have facilities to play volleyball.
15. The Corps of Engineers reserves the right to refuse future reservations to groups who violate the Group Shelter Policy and/or who have in the past failed to abide by project regulations. Groups not abiding by the terms of this policy may be required to leave the site immediately and forfeit all fees.

16. Failure to sign below and agree to the above conditions and return by \_\_\_\_\_ will automatically cancel any reservations. By signing and returning this policy to the Corps of Engineers, **YOU AGREE TO BE RESPONSIBLE FOR THE GROUP SHELTER AND GROUNDS.** Users of the facilities are subject to the Code of Federal Regulations, Title 36, and the Group Shelter Policy. Violators will be subject to receiving a citation.
17. Please return all pages along with your remittance of \_\_\_\_\_. You will be furnished a copy of the policy along with your permit.
18. Please make check or money order payable to: **NATIONAL RECREATION RESERVATION SERVICE.** Credit card payments will be accepted either by telephone or mail.
19. A complete set of rules and regulations, Title 35, may be obtained from a Gate Attendant, Park Ranger, or the Visitor Center.

I have read and understand the above rules and regulations on the use of the Group Shelters at Proctor Lake.

Sign Here: \_\_\_\_\_

Name: \_\_\_\_\_ Shelter # \_\_\_\_\_

Address: \_\_\_\_\_ Date Reserved: \_\_\_\_\_

\_\_\_\_\_ Permit # \_\_\_\_\_

Phone \_\_\_\_\_ Number in Party \_\_\_\_\_

Credit Card # \_\_\_\_\_ Type \_\_\_\_\_ Expiry Date \_\_\_\_\_

Remit to/Address: Reservoir Manager  
Corps of Engineers  
2180 FM 2861  
Comanche, Tx 76442