



CITY OF COVINGTON

PARKS & RECREATION

PARK ACTIVITY PERMIT GUIDELINES

Thank you for your interest in using the City of Covington parks. Please review the following guidelines, rules, and regulations for reserving our shelters and green spaces.

1. Date and location of activity must be verified by the staff of the Covington Parks & Recreation Department. Please call 859-292-2151 or email recreation@covingtonky.gov for shelter and green space availability.

2. Fees are accepted by check, cash, or money order (no credit cards), made payable to the City of Covington. **Fees for the rental of shelters and green spaces within the city parks shall be set according to the following schedule:**

	Resident	Non-Resident
Volpenhein, Breaden, and Stone Shelter in Devou Park	\$50 per day	\$75 per day
All other Shelters and Green Spaces	\$35 per day	\$50 per day

3. There is a refund period of two weeks from the date the application is received by the Parks & Recreation Department. **After the two week period, no refunds will be given for any reason.**
4. Upon receipt of the completed application and fee, the Parks & Recreation Department staff will approve and return an approved copy to the applicant.
5. Applicant must have the approved permit in their possession during their event. Should you arrive at the shelter or green space and discover it is occupied by another individual or group, please inform the individual or group that you have an approved permit to use that area. Should the individual or group refuse to vacate please call the Covington Police Department at 859-356-3191. The Police Department will have a copy of your approved permit on file and will handle it accordingly.
6. **No alcoholic beverages** are permitted in the parks at any time.
7. Pets must be properly contained (leashed). Please clean up after pets.
8. Permit holders are responsible for cleaning the area during and after their event. Please bag all trash before putting into receptacles. If additional receptacles are needed please contact Rumpke at 1-877-786-7537 or covington@rumpke.com. Failure to clean the area after use may result in denial of a future activity permit.