

# LANGLEY PICNIC SHELTER USAGE POLICY

## Make a Reservation

Fill out a LF268 and submit to the Langley Exchange Team.

<https://larc-exchange.larc.nasa.gov/home/larc-exchange-services-office/larc-exchange-forms/>

## Make a Grill Request

Contact the Langley Exchange Team to request a charcoal grill. Bring your own charcoal.

## Follow Safety Guidelines

Fires are permitted only in charcoal grills and must be 15-feet away from the shelter. Hot coals are to be disposed of safely. Do not leave the picnic shelter until the grill fire is completely extinguished. Personal charcoal and gas grills are not allowed. Candles, sparklers, torches, or similar fire-related items are not allowed at any time.

## Follow Shelter Cleaning Guidelines

Please clean the picnic shelter for the next use.

- Return picnic tables to their original layout and clean all tabletops.
- Barbecue grates must be free of food and trash.
- Extinguish the fire in barbecue by spreading dying embers – **please do not use water.**
- Empty trash bins. Bagged garbage should be placed in the dumpster located behind the picnic shelter storage. Glass bottles and containers should be bagged separately.
- The shelter and surrounding area must be free of litter, including cigarette butts and food scraps.
- Remove all signage and/or decorations at the end of the event.

## Miscellaneous

- Children younger than 10 years old must always be accompanied by a parent or guardian.
- Please do not feed wildlife, including ducks and other birds.

**For any questions, please contact the Exchange Team at:  
757-864-4778 or 757-864-2389**