



# NEW ALBANY PARKS & RECREATION

## OFFICIAL SHELTER RESERVATION FORM



2043 SILVER STREET ▪ NEW ALBANY, IN 47150 ▪ PHONE: 812-949-5448 ▪ FAX: 812-949-5449

NAME OF GROUP: \_\_\_\_\_ RESPONSIBLE PARTY: \_\_\_\_\_ DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE & ZIP: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**PARK NAME & LOCATION:**

- Bicknell Park, located at 315 Silver Street
- Ritter Park, located at 1218 Culbertson Avenue
- Silver Street Park (SSP), located at 2043 Silver Street - \*Please list which shelter number is requested below.\*
- Fairmont Park, located at 1725 Abbie Dell Lane
- Sertoma Park, located at 1315 Mill Lane

Date(s) reserved: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm **to** \_\_\_\_\_ am/pm

**RENTAL RATES:**

Regular shelters: \_\_\_\_\_ \$50 per 4 hr. rental / \_\_\_\_\_ \$150 for all day rental / additional \_\_\_\_\_ hrs. \$25 per hr.

(Shelters \_\_\_\_ #2, \_\_\_\_ #3 at SSP and all \_\_\_\_ other shelters at the other parks above)

Medium shelter at SSP: \_\_\_\_\_ \$50 per 4 hr. rental / \_\_\_\_\_ \$150 for all day rental / additional \_\_\_\_\_ hrs. \$25 per hr.

(Shelter \_\_\_\_ #1 at SSP)

Large shelter at SSP: \_\_\_\_\_ \$100 per 4 hr. rental / \_\_\_\_\_ \$250 for all day rental / additional \_\_\_\_\_ hours \$25 per hr.

(Shelter \_\_\_\_ #4 at SSP)

Extra tables: \_\_\_\_\_ \$25.00 per table / # of tables requested \_\_\_\_\_

Total fee: \$\_\_\_\_\_ Payment method:  Cash  Visa  Mastercard Receipt #: \_\_\_\_\_

Request for additional set-up or additional reservation notes:

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I, as representative of the above named group, hereby reserve the shelter for the above listed date and time. As the legally responsible party for this group, I understand it is my duty to see that all park rules are obeyed by the group while using the facilities. The following rules and regulations are applicable to the user of all shelters within the New Albany Park system. All reservations are on a first come, first served basis. A reservation is not confirmed until payment is received.

*(continued on reverse side of form)*

**PARK RULES AND REGULATIONS:**

***PLEASE READ CAREFULLY: I, AS GROUP REPRESENTATIVE AND RENTER, UNDERSTAND THAT...***

- Permission to reserve shelter facilities will be granted only where the function can be reasonably accommodated by the park system. Such use must not unduly interfere with the rights of the general public and will not present a clear and present danger to the public health and safety of the community.
- No alcoholic beverages, drugs, firearms, or fireworks are allowed within the park boundaries.
- No glass containers are permitted on park property.
- No smoking or tobacco product usage (including usage of e-cigarettes or vaping) is allowed within any park structure.
- Vehicles must park within the parking lots at all times.
- No amplified music, stereos, radios, etc., will be allowed in the park.
- The Parks department does not assume responsibility for any lost or stolen personal property. Each individual must take reasonable precautions to protect his or her personal property. Please keep all personal property under observation or in a secured area. If you do become a victim of theft, immediately report it to the Police.
- Groups are expected to provide their own set-up and after usage clean-up, including the disposal and removal of all trash. Any additional clean-up of the area by park employees will be billed to the user at the rate of \$25 per hour (with a minimum charge of \$25) plus the cost of materials to repair any damages.
- No persons granted permit of use shall expose or offer for sale any item, where profits accrue to any individual person or members of the sponsoring organization, unless the activity is sponsored or cosponsored by the Parks and Recreation Department or approved by the New Albany Parks and Recreation Board.
- No persons within any park or its borders shall be permitted to announce, advertise, or call the public's attention in any way to any article or service for sale or hire.
- A 50% refund will be allowed only if notified no later than 30 days prior to scheduled event. Refund checks may take up to 30 days to process. ***No refunds are given for inclement weather.*** We will be happy to work with you to find an alternate date if we are notified at least 14 days prior to the reservation date. The reservation date can only be changed 1 time if a change of reservation date is approved. If the rescheduled date is cancelled, no refund will be given and a fee of \$25 or 25% of the reservation fee (whichever is greater) will be applied to your account. We understand special circumstances can arise unexpectedly necessitating a last minute cancellation or change of plans. Please contact our offices to discuss your special circumstances and possible options.

**\*PLEASE NOTE:** Violations of park rules may result in a group being asked to leave the park property with no refund of the reservation fee.

By signing this contract, I, the undersigned, clearly understand and have received the policies regarding shelter reservations and will be responsible for my group complying with all rules and regulations contained within. I agree to be responsible for taking all reasonable and necessary actions to insure the safety of the persons and property of all participants in the events during the rental period, including but not limited to, employees, participants associates, guests, spectators, and any member of the public in attendance at any of the events being held by my group at the facility. I assume full responsibility for the supervision of my group and agree to defend, indemnify, and to hold harmless the New Albany Parks and Recreation department and the City of New Albany, its owners, agents, servants, and/or employees from all claims for any liability, responsibility, injury, loss, damage or expense, including attorneys' fees, in any way connected with the use of Park property. I understand that use of any Park property is voluntary, and I voluntarily assume and accept personal responsibility for any injury, liability, loss or damage arising from any and all risks, known and unknown, foreseeable and unforeseeable, in any way connected with use of Park property.

\_\_\_\_\_  
Group Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Representative

\_\_\_\_\_  
Date

**THANK YOU!**