



NEW ALBANY PARKS & RECREATION

SHELTER RESERVATION FORM



2043 SILVER STREET ▪ NEW ALBANY, IN 47150 ▪ PHONE: 812-949-5448 ▪ EMAIL: PARKS@CITYOFNEWALBANY.COM

RENTAL PURPOSE: _____ NAME OF RENTER: _____ DOB: _____

ADDRESS: _____ CITY, STATE & ZIP: _____

PHONE NUMBER: _____ EMAIL: _____

Date: _____ Time: _____ to _____ Estimated Head Count: _____

Shelters are reserved in 4-hour time blocks starting no earlier than sunrise and ending no later than sunset; times should reflect set up and clean up.

PARK NAME & LOCATION:

- ☐ Fairmont Park, 1725 Abbie Dell Lane ☐ Ritter Park, 1218 Culbertson Avenue
- ☐ Sertoma Park, 1315 Mill Lane
- ☐ Silver Street Park (SSP), 2043 Silver Street - check requested SSP shelter below
- ☐ Shelter #2 (2 tables) ☐ Shelter #3 (2 tables) ☐ Medium Shelter #1 (3 tables) ☐ Large Shelter #4 (12 tables)

RENTAL RATES:

Regular shelters*: ☐ \$50 per 4 hr. rental / additional _____ hrs. \$25 per hr. -or- ☐ \$150 for all day rental

Shelters #2, #3 at SSP and all other park shelter locations listed above

Medium shelter (#1 at SSP): ☐ \$50 per 4 hr. rental / additional _____ hrs. \$25 per hr. -or- ☐ \$150 for all day rental

Large shelter (#4 at SSP): ☐ \$100 per 4 hr. rental / additional _____ hours \$50 per hr. -or- ☐ \$300 for all day rental

Inflatable/Bounce House Fee: ☐ \$25 *Inflatables/Bounce Houses are not provided by New Albany Parks & Recreation.*

Total due: \$_____ Payment method: ☐ Cash ☐ Credit/Debit card Receipt #: _____

Request for additional set-up or additional reservation notes:

☐ Gas Grill (check if requesting to bring a grill)
_____ Approved _____ Not Approved

I, as group representative and renter, 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 New Albany Parks and Recreation. All reservations are on a first come, first served basis. A reservation is not confirmed until payment is received.

PARK RULES AND REGULATIONS:

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

- All posted rules must be observed and enforced.
- 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, glass containers, drugs, firearms, or fireworks are permitted on park property.
- No smoking or tobacco product usage (including usage of e-cigarettes/vaping or smokeless tobacco, like dip or chew) is allowed on park property.

- Vehicles must park within the parking lots in designated parking spaces and cannot impede the flow of traffic or block fire lanes.
- No amplified music, stereos, radios, etc., will be allowed in the park.
- New Albany Parks and Recreation 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.
- Usage of a gas grill may be permitted at certain shelter locations with prior approval and must be set up off paved or concreted areas. The gas grill must be set up and removed from premises within the time reserved. Gas grills are not provided by NAPR. Charcoal or pellet grills are not permitted unless they are a permanent park fixture.
- Usage of a(n) inflatable/bounce house is permitted at certain shelter locations with prior approval and an additional fee. Groups must bring and use a generator to power the inflatable/bounce house. The inflatable/bounce house must be set up and removed from the premises within the time reserved.
- No tape, tacks, or staples of any kind can be used on surfaces within shelters. Sticky Tack is allowed.
- **Groups are expected to set up for and clean up after usage to include the disposal and removal of all trash.** No confetti, water balloons, loose glitter, or similar items of any kind are allowed within park boundaries. Any additional cleanup of the area by park employees will be billed to the user at the rate of \$50 per hour (with a minimum charge of \$50) plus the cost of materials to repair any damages. **No additional time before or after your scheduled reservation is included for set up and clean up.**
- 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 New Albany Parks and Recreation 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.
- If cancelling a reservation, 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 can be accommodated and 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. In this event, please contact our offices to discuss your special circumstances and possible options.
- For additional assistance on the day of your reservation, please contact the on-site staff in person or by calling the after-hours phone at 812.704.8183.

***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 ensure 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 New Albany Parks and Recreation 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.

Signature of Renter

Date

Staff Representative

Date