SHELTER HOUSE GUIDELINES

I. **Reservations:** Reservations may be made by calling the Parks and Recreation office 477-4340. The rental fee must be paid in full within one week of the reservation. Reservations can be made by calling the office or in person from 8:00 a.m. - 4:00 p.m. Monday - Friday one year to the date required. If the day that you need to reserve is on a Saturday or Sunday, you will need to call the Parks and Recreation office on the following Monday. No reservations will be taken before 8:00 a.m. and is on a first come first serve basis.

II. **Shelter House Rental Fee/Damage Deposit:** The rental fee is $200.00 per day plus a $200.00 (cash or check only) damage deposit. The damage deposit is to be paid at the time the key is picked up. The damage deposit will be refunded after the rental upon inspection by Parks Department personnel. You will be required to read and sign a damage deposit form at the time the damage deposit is paid. Deposit refunds may be picked up on the first business day after the rental.

A. **Hours:** You may enter the Shelter House any time after 9:00 a.m. only on the day you have the Shelter House rented and you must leave by 11:00 p.m. All personal items and/or food items must be removed at the time you leave. Also any item which is dropped off before your actual rental time could be disposed of by our employees in their clean-up process.

B. **Keys:** Keys for the building may be picked up the day before the reservation. If you have reserved the facility on a Saturday or Sunday, the key must be picked up by 3:00 PM on the Friday before your rental. Our office hours are 8:00 a.m. - 4:00 p.m. Monday-Friday. The key must be returned to the office within three days after your reservation. A $200 (cash or check only) damage deposit is required at the time the key is picked up. YOU MAY ENTER THE BUILDING ONLY ON THE DAY OF YOUR PAID RENTAL.

C. **Refunds:** (eff. 4/1/2019) If the cancellation request is made at least thirty (30) days prior to the reservation date, you will be refunded 1/2 of the $200 rental rate ($100). A claim form will be submitted to the Park Board, which meets on the 3rd Wednesday of the month, and you should receive your payment the following week. If the request is made inside of thirty (30) days, NO REFUND will be given. A cancellation can be made by coming into or calling our office.

D. **Alcoholic Beverages:** Alcoholic beverages are not allowed in the Shelter House. There is a city ordinance #96.21 against drinking alcoholic beverages in city park areas and/or facilities.

E. **Loading/Unloading:** Please do not drive through the grassy areas of the park with vehicles to reach the front door of the Shelter House. Items need to be unloaded in the parking lot and carried to the Shelter House. There is a cart in the kitchen for use during your rental.

F. **Decorations:** Decorations for special events are allowed. If you must tape something up, i.e. Streamers, signs, etc. please use masking tape. When you are done please take all decorations, including the taped ends, down from the ceiling, light fixtures, etc. The Parks Department and Board will not be held responsible for any items, decorations, etc. left in the Shelter House.

G. **Tables and Chairs:** Tables and chairs must be put back where you found them. This makes it easier for us to clean up, and expedites the operation for the next group. Each user has different needs. Please clean/wipe off the table tops before putting away.

H. **Clean Up:** Accidents...if you have one, please clean it up. There are brooms, mops, a vacuum cleaner, extra toilet paper and refuse bags, etc. in the kitchen. Please sweep hard surface areas, i.e., restrooms, kitchen, etc. and mop up any spills. You will need to bring in wash cloths, dish towels, dish soap as these items are not provided. You are financially responsible for broken equipment and mishaps that aren’t from normal use.
   a. PLEASE NOTE: Park maintenance employees will mop hard surfaces, clean toilets and sinks and have floors swept and vacuumed, garbage emptied, etc. However, you may need to wipe the tables and counters, re-sweep floors, and do extra cleaning to meet your specifications.
I. **Debris:** Trash should be put in the container outside of the kitchen door. Please make sure door is locked when you leave. Do not leave trash bags on the floor as it could stain the floor. There are extra refuse bags on the cart in the kitchen.

J. **Organizations and businesses must furnish the City with a certificate of insurance.** See #7 of the Parks and Recreation Facilities Use Application.

K. If you would need assistance with the Shelter House please contact the Greenfield Police Department and they will get someone to help you. 477-4400

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**ALL PAVILION RENTAL GUIDELINES**

A. **Hours:** Rental hours for Pavilions are from dawn to dusk on the date of your rental.

B. **Rental Charge:** The rental fee is $55.00 for the entire day for the Riley Park Pavilion, the East Pavilion and the Beckenholdt Park Pavilion. Rental fee for the Splash Pad Pavilion is $100/day Monday-Friday and $125/day Saturday and Sunday.

C. **Reservations:** You may reserve a pavilion by calling our office at 317-477-4340 between 8am and 4pm M-F. Payment is due within 7 days of when the reservation is made.

D. **Refunds:** (eff. 4/1/2019) If the cancellation request is made at least **thirty (30) days prior** to the reservation date, **you will be refunded 1/2 of the rental fee of the pavilion your reserved.** A claim form will be submitted to the Park Board, which meets on the 3rd Wednesday of the month, and you should receive your payment the following week. If the request is made **inside of thirty (30) days, NO REFUND will be given**. A cancellation can be made by coming in or calling our office.

E. **Alcoholic Beverages:** Alcoholic beverages are not allowed in the Pavilion. There is a city ordinance #96.21 against drinking alcoholic beverages in city park areas and/or facilities.

F. **Decorations:** If you put up signs, streamers, etc. make sure you take them down and clean up at the end of your rental.

G. **Debris:** Please leave your debris in the dumpster that is provided nearby.

H. **Restrooms:** There are two restrooms for your use. There are public restrooms on the south end of Riley Pool. This facility is open when the pool is open. There are restrooms just past the outdoor basketball courts on the west side of Brandywine Creek.

I. **Condition:** Since this is an open facility, every effort will be made to have this facility cleaned for rentals, but the Parks Department will not be responsible for the condition of the Pavilion at the time of your rental.

J. **Organizations and businesses must furnish the City with a certificate of insurance.** See #7 of the Parks and Recreation Facilities Use Application.

K. **Weather:** The Parks Dept. does not have control over the weather. This is an outside pavilion. No refunds will be given due to inclement weather.

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Revised 3/2019 Park Board
I understand I am allowed in the Shelter House only on the day of my paid rental which is from 9:00 a.m. - 11:00 p.m. and that I have received a copy of the Shelter House/Pavilion Guidelines.

I also understand that the $200.00 damage deposit fee may be refundable after the completion of my rental of the Shelter House provided that the facility meets the guidelines set forth by the Park Board in the Shelter House Guidelines. I understand that receiving the deposit refund will be upon inspection by Parks Department personnel of the Shelter House after my rental and will be left to their discretion. I also understand that a partial refund may be recommended by the Parks Department personnel.

________________________________________
Signature

Key #________________

________________________
Date

Check #_____________ Cash_________

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Signature

Key #________________

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Date

Check #_____________ Cash_________