

PRINCETON PARK DISTRICT

837 Park Avenue West
Princeton, IL 61356
Phone 815-872-0840

2010 PARK SHELTER RESERVATIONS CONFIRMATION

- Please present this form & payment to the Bureau County Metro Center Front Desk to confirm the reservation. The reservation is not confirmed until the payment is received.

SHELTER _____

DATE OF RENTAL _____ TIME _____

GROUP NAME _____

CONTACT PERSON _____

ADDRESS _____

PHONE _____ FEE PAID _____ STAFF INT. _____ DATE PAID _____

SHELTER	PRIVATE	NOT FOR PROFIT
ZEARING OR ALEXANDER		
Maximum Capacity: 80		
Non-resident fee:	\$30.00	\$15.00
Resident fee:	25.00	10.00
CITY COUNTY PARK		
½ Shelter Maximum Capacity	160	
Non-resident fee:	\$35.00	20.00
Resident fee:	30.00	15.00
Full Shelter Maximum Capacity	320	
Non-resident fee:	\$80.00	\$40.00
Resident fee:	75.00	35.00
CORPORATE FEE/SPECIAL EVENT FEE*		
Non-resident fee:	105.00	
Resident fee:	100.00	

*In addition to shelter reservations fees, a corporation or other special event will be billed for garbage removal and other specialized services provided by the Princeton Park District. These types of events require a planning meeting with the Princeton Park District Executive Director and/or the Superintendent of Parks.

The Not for Profit fee is available for schools, governmental agencies and registered service clubs. Proof of tax exempt number may be required. Reservation fees may be refunded if cancellations are made 10 days in advance of rental date. Reservations may be changed without additional fees if changes are made 10 days in advance of rental date. The Park shelter reservations confirmation (issued at time of payment) is required for all refunds and changes. (Fees are not refunded due to weather or other circumstances beyond our control.)

Park reservation policies and procedures are reviewed annually by the Princeton Park District and are subject to change without notice.

PARK RULES

Park closes at 9:00pm.
Alcoholic beverages are prohibited.

Picnic tables should remain in shelters. If tables are rearranged, please return them to their original position. Clean up of picnic tables and shelter is expected and appreciated. Trash receptacles are placed for your convenience. The Princeton Park District encourages recycling. Parties who do not abide by park rules and/or adequately clean up after themselves will be charged a clean up fee and may lose future reservation privileges.

RESERVATIONS POLICIES AND PROCEDURES

Reservations will be taken on a first come-first served basis. Reservations for the current calendar year may be made beginning on the first Wednesday of February of that year. Reservations for 2010 may be made beginning February 3, 2010. Reservations can be taken **ONLY** for the current calendar year. Reservations may be made at least 5 days prior to the reservation date (no exceptions.)

Reservations will be accepted for shelters at Zearing Park, City-County Park, and Alexander Park. The Log Cabin at City-County Park and Concession Shelter Zearing Park are available on a first come-first served basis only. Reservations are available from May 10 – October 24 during the 2010 season. Shelters cannot be reserved on holidays. Park opening/closing is subject to change due to weather.

NO RESERVATIONS ARE AUTOMATICALLY MADE FOR THE FOLLOWING YEAR.

Parties requiring a reservation more than one year on advance may submit a written request to the Princeton Park District Board. Reservations or inquiries are made in person at the Princeton Park District office located in the Bureau County Metro Center, 837 Park Ave W. Princeton, IL. At the time, the reserving party will receive a Reservation Confirmation and list of park rules. Reservations will also be posted on a bulletin board in front of the respective shelter.