



**PLAINFIELD PARK DISTRICT**  
 23805 W. Ottawa Street  
 Plainfield, IL 60544  
**SHELTER RESERVATION REQUEST**

PARK DISTRICT USE ONLY	
Resv #: _____	Date: _____
Refund Date : _____	Security Charged: _____

**Reservation Guidelines**

- 1) Reservations must be made 3 days prior to the date being requested. Payment must be received at the time the shelter reservation is made. Included with the shelter reservation is the shelter, set of existing tables, grill(s) and trash cans. **All other facilities are open to the public.**
- 2) Shelter reservations are made to reserve a shelter for a specified date and time and that have more than 20 people at the event.
- 3) Shelter reservations may be made beginning in January for the current year. Shelters are available for rental from Mid-April through Mid-October, unless indicated otherwise. Rentals can begin as early as 8:00 a.m. and must be completed by 6:00 p.m. or 5:00 p.m. if the reservation is in October. Call the Parks and Planning Department (815)439-7940 for exact dates and shelters or check availability online at [www.plainfieldparkdistrict.com](http://www.plainfieldparkdistrict.com). All reservations are subject to park availability.
- 4) Groups are encouraged to familiarize themselves with available facilities and rules of use prior to filling out a reservation request form. The Park District will not provide tables, trash cans, or other times in addition to what is present at each site. It is the responsibility of the permit holder to verify the available facilities.
- 5) Groups that violate policies, fail to properly clean up their site, cause damage to facilities, are larger than arranged for, or are misleading in their application are subject to loss of their security deposit.
- 6) **Bring your reservation form with you on the day of your reservation to verify that the facility is reserved for your group on the date and time specified and post it in the location provided.**

**Fees**

- 1) Fees will be determined by the Park District and may include supervision fees, set up fees, clean up fees or police supervision. The Park District reserves the right to waive fees in its best interest.
- 2) Shelters must be reserved for a minimum of 2 hours. Residents \$50.00 / Nonresidents \$75.00 (Nonrefundable) Additional hours may be reserved for \$15.00 per hour residents or \$22.50 per hour nonresidents (Nonrefundable)
- 3) A refundable security deposit is required in the amount of \$100.00. Deposits must be paid with the park reservation fees and will be refunded after the event pending inspection of the site by maintenance personnel. All deposits will be returned by check. Refund checks are approved at the Board meetings held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month. Checks are mailed the next day.

**Cancellation/Refund Policy**

**If a shelter reservation is cancelled, only the security deposit is refunded.** Cancellations must be made no later than ten (10) business days prior to the date reserved. Refund checks are approved at the Board meetings held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month. Checks are mailed the next day.

**Shelter/Park Rules**

- 1) **ALCOHOLIC BEVERAGES ARE PROHIBITED ON PARK DISTRICT PROPERTY.**
- 2) Vehicles are only permitted on designated roads and parking areas throughout parks.
- 3) Cooking is allowed on supplied barbecue grills only. Hot coals must be extinguished and removed from the area, unless a hot coal container is provided on site. **NO OPEN FIRES!**
- 4) Groups are responsible for placing all trash in the trash cans provided or properly removing it from the site. The site will be inspected after each use. Any excess debris or damage will be the responsibility of the permit holder. In the event of damage, the group will be charged the cost of the repair.
- 5) No swimming or boating in ponds.
- 6) Items not allowed at shelters or in the parks include but are not limited to: inflatable products (moon jumps, slides, etc.), tents, bands, disc jockey's, generators for electricity, portable bathrooms, commercial uses or productions, circus acts, public displays regardless of being profit or non-profit, use of propane/charcoal grills, food vendors.

Contact Name: \_\_\_\_\_ Organization : \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

Shelter Being Reserved: \_\_\_\_\_ Purpose: \_\_\_\_\_

Event Date: \_\_\_\_\_ #People: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 (Please include set up and clean up time)

**SHELTER RENTAL FEES**

**2 Hour Rental \$50.00 Resident / \$75.00 Nonresident Additional Hours \$15.00 Resident / \$22.50 Nonresident**

2 Hour Rental Fee \$ \_\_\_\_\_ Number of Additional Hours \_\_\_\_\_ Add'l Hour Fee \$ \_\_\_\_\_

Total Hourly Fee \$ \_\_\_\_\_ (Nonrefundable)

Refundable Security Deposit \$ **100.00** (Security deposits are withheld for groups that violate policies, fail to properly clean up their site, cause damage to facilities, are larger than arranged for, or are misleading in their application.)

**TOTAL AMOUNT DUE \$ \_\_\_\_\_**  
PAID BY: CHECK # \_\_\_\_\_ CASH

**By signing this reservation form, I acknowledge that I have read and agree to abide by all Park District rules and regulations including the cancellation policy. I also agree that I am responsible for the action of anyone attending my scheduled event. I am aware that my security deposit will not be returned if any of these Rules and Regulations is violated.**

**Renter Signature**

**Date**

**Shelters**

Boy Scout Park

Shelter Capacity: 100  
Located at 23729 W. Ottawa Street, next to the Recreation/Administration Center  
Shelter Amenities: 12 Picnic Tables, 1 Grill  
Park Amenities: Playground, Fishing Pond with Pier & Drinking Fountain. Washrooms, Pool, Baseball Diamond & Tennis Courts are located across the street.

Eaton Preserve

Shelter Capacity: 80  
Located on 135<sup>th</sup> Street, east of Route 59  
Shelter Amenities: 10 Picnic Tables, 1 Grill  
Park Amenities: Vault Toilet, Playground, Horseshoe Pit (bring own horseshoes), Volleyball, Drinking Fountain & Bucket Faucet.

Mather Woods East

Shelter Capacity: 100  
Located at 25550 W. Renwick Road, east of Interpretive Pavilion and West Shelter.  
Shelter Amenities: 12 Picnic Tables, 1 Grill  
Park Amenities: Vault Toilet

Mather Woods West

Shelter Capacity: 100  
Located at 25550 W. Renwick Road  
Shelter Amenities: 12 Picnic Tables, 1 Grill, Washroom

Van Horn Woods Shelter #1

**(Available during July & August)**  
Shelter Capacity: 100  
Located off Lily Cache Road at the south end of the park, deeper in the woods  
Shelter Amenities: 12 Picnic Tables, 1 Grill,  
Park Amenities: 1 Washroom, 1 Vault Toilet & Playground

Van Horn Woods Shelter #3

Shelter Capacity: 50  
Located off of the I-55 Frontage Road, north of Caton Farm Road  
Shelter Amenities: 6 Picnic Tables, 1 Grill  
Park Amenities: Vault Toilet, Playground, Fishing Pond with Pier, Hiking Trail, Backstop, Bike Park & Dog Park

Village Green

Shelter Capacity: 100  
Located off the Village of Plainfield Business District, Fox River and Chicago Street. Shelter Amenities: 12 Picnic tables 1 Grill Park Amenities: Washroom, Playground, Basketball and tennis in park.

You may make your reservation online at [www.plainfieldparkdistrict.com](http://www.plainfieldparkdistrict.com) or submit your request form along with payment by check the following ways:



**Drop Off**



**Mail**

**Parks Department Weekend Phone Number: 815-791-0056**