



Shelter Reservation Application

AREA PARK NAME - RENTAL AREA REQUESTED **EVENT DATE** **STARTING/ENDING TIME** **# OF GUESTS**

GROUP TITLE/NAME

CONTACT NAME

ADDRESS NUMBER AND STREET CITY STATE ZIP

PHONE HOME WORK/MOBILE **EMAIL**

APPLICANT'S SIGNATURE

DATE

BY SIGNING THIS APPLICATION, I ACKNOWLEDGE THAT THE PARKS AND RECREATION DEPARTMENT IS NOT RESPONSIBLE FOR CIRCUMSTANCES BEYOND THEIR CONTROL SUCH AS BEES, MOSQUITOES, RAIN, COLD WEATHER, VANDALISM, ETC.

PICK UP KEY BEFORE NOON ON _____

ENCLOSED SHELTERS These facilities are fully enclosed buildings with electricity and restrooms. Great for year round events!

Rates: Jayne Snyder Trail Center (cap. 100)– \$312.00 (4 hrs, \$78/add'l hr.) + \$150.00 damage/key deposit.
Antelope (cap. 100) or Bethany (cap. 170) – \$115.00 (4 hrs, \$28.75/add'l hr.) + \$100.00 damage/key deposit.
Van Dorn (cap. 40) – \$95.00 (4 hrs, \$23.75/add'l hr.) + \$100.00 damage/key deposit.
Auld Pavillion (cap. 225) - \$312 (4 hrs, \$78 add'l hr.) + \$250 damage deposit.

OPEN SHELTERS These structures are open to enjoy the park atmosphere. Perfect for Spring-Fall events!

Rates: \$55.00 for one block (8am-2pm or 4pm-10pm) – All day rental \$110.00 (8am-10pm).
Shelters that require a electrical key have a \$20.00 deposit.

Locations: Antelope 1 (cap. 64), Antelope 2 (cap. 48), Bethany 2 (cap. 56), Cooper (cap. 64), Densmore (cap. 48), Henry (cap. 50), Holmes 1 (cap. 50), Holmes 3 (cap. 64), Mahoney 1 (cap. 48), Mahoney 2 (cap. 56), Oak Lake (cap. 64), Peter Pan (cap. 48), Roberts (cap. 64), Roper 1* (cap. 32), Roper 2 (cap. 64), Tierra (cap. 50), University Place (cap. 72), and UPCO (cap. 64). *Keys not required.

MASTER TABLES Large picnic style tables that are not covered. Perfect for reunions and picnics!

Rates: \$40.00 for one block (8am-2pm or 4pm-10pm) – All day rental \$80.00 (8am-10pm)
Locations: Antelope 3 (cap. 150), Holmes 2 (cap. 200), and Peter Pan 2 (cap. 50).

RESERVATION PROCESS Online reservations may be requested by visiting parks.lincoln.ne.gov and click on "Reserve a Park Area". If reserving using this form: return the completed application form along with the fee. All reservation requests are processed on a first come, first served basis. No reservations are made prior to payment being received.

RENTAL FEE & DEPOSITS The rental fee is required at the time of reservation. Key deposits are due at the time of key pickup. Damage deposit for Auld is due fourteen days prior to the event. All deposits must be in a separate payment (cash or check). Deposit refunds are given upon return of the key, providing that the rental area is clean and did not have alcoholic beverages on location.

REFUNDS Refunds will be given upon completion of a refund request form within seven (7) working days prior to any reservation date. Refunds will be given on rain outs on park master tables only. All other requests will be considered on an individual basis. Please allow two to three weeks for your refund to be processed. There will be a \$25.00 processing fee assessed to all refunds requested by the public.

IMPORTANT RESERVATION POLICIES

Your designated rental time includes set up and clean up – no early arrivals.

Although the Parks & Recreation Department strives to keep shelters in a clean condition, unscheduled use before your reservation may affect the shelter condition.

PAYMENT

Lincoln Parks & Recreation
Attn: Reservations
3131 "O" Street, Suite 300
Lincoln, NE 68510

FOR ADDITIONAL INFORMATION, CONTACT:

Office: (402) 441-7847
Fax: (402) 441-9249
E-mail: reservations@lincoln.ne.gov
Hours: Monday - Friday
8:00am - 4:30pm
lincoln.ne.gov (keyword: reservation)

OFFICE USE ONLY

AMOUNT \$ _____
DATE RECEIVED: _____
CASH CREDIT CHECK # _____
STAFF _____ COMMENTS _____