



Shelter Reservation Application

AREA PARK NAME - RENTAL AREA REQUESTED	EVENT DATE	START/END TIME	# OF GUESTS
GROUP TITLE/NAME	ARE YOU INCLUDING A BOUNCE HOUSE OR INFLATABLE AT YOUR EVENT?		YES* NO
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! Shelters may be reserved for three-hour blocks, 10 am to 1 pm or 5 PM to 8 PM, or for the entire day, 10 AM to 8 PM. Antelope (cap. 100) or Bethany (cap. 170) – \$120.00/3 hr block or \$240.00/10 AM- 8PM. + \$100.00 damage/key deposit. Van Dorn (cap. 40) – \$105.00/3 hr block or \$210.00/10 AM-8 PM. + \$100.00 damage/key deposit. Auld Pavilion (cap. 250) - \$400.00/ 4 hrs, \$100 add'l hr. between 10 AM-10 PM. + \$400 damage deposit.
** Please keep in mind that per the City of Lincoln's Executive Order 092282, bounce houses shall only be permitted on park premises if provided by one of the City-permitted vendors. For more information on the Executive Order, visit - <https://www.lincoln.ne.gov/asp/city/clerk/docman.aspx?RecNum=124183&db=DOCMAN>, for the current list of City-permitted bounce house and inflatable vendors, please visit - www.lincoln.ne.gov/asp/city/facility/bounce.aspx*

OPEN SHELTERS These structures are open to enjoy the park atmosphere. Perfect for Spring-Fall events! Rates: \$60.00 for one block (10 AM-1 PM, 5 PM-8 PM) – All day rental \$120.00 (10 AM-8 PM). 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), 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), and University Place (cap. 72).. **Keys not required.*

GROUP PICNIC TABLES Large picnic style tables that are not covered. Perfect for reunions and picnics! Rates: \$40.00 for one block (10 AM-1PM, 5 PM-8 PM) – All day rental \$80.00 (10 AM-8 PM) Locations: Antelope 3 (cap. 150), Holmes 2 (cap. 200), and Peter Pan 2 (cap. 50).

RESERVATION PROCESS All reservation requests are processed on a first come, first served basis. No reservations are made prior to payment being received. Online reservations may be completed with credit card payment 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. Auld in-person only at 3131 O Street, Suite 300.

FEES, DEPOSITS, & KEYS The rental fee is required at the time of reservation. All deposits must be in a separate payment (cash or check). Shelter Key(s) must be picked up on the Thursday or Friday before your weekend event, and at least one business day for a weekday event. Damage deposit for Auld Pavilion is due fourteen days prior to the event. Deposits are returned upon inspection of the area, return of the key (if applicable), 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 Group Picnic Tables 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, 8:00 AM - 4:30 PM
lincoln.ne.gov (keyword: reservation)

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

REVISED 4.2021		