



**LENA COMMUNITY PARK DISTRICT**  
 609 N. Schuyler Street  
 Lena, IL 61048  
 815/369-5351



**2022 SHELTER HOUSE RESERVATION FORM**

Reservations are being taken for Lions, Dodds, and Polhill Park Shelter houses. A **\$65 reservation fee** is required for this service. The fee must be paid at the time the reservation is made. Reservations are not transferable. Thank you for your interest in our parks.

The following regulations must be adhered to, as must other statutes and administrative orders governing the parks, and any violations may result in the group's eviction and subsequent denial or future requests for use.

1. All vehicles are restricted to the provided parking areas. Those parking along the Lions Park ball diamond may only pull a car's length off of the road on the grass. Vehicles may only enter the playground or other areas of the park with special permission from the Board of Commissioners.
2. All litter and refuse from your gathering must be deposited in the provided containers prior to your departure.
3. Picnic tables may **not** be removed from the shelter house or gazebo. Outside picnic tables may be moved in the picnic area to a more suitable spot. If moved, please return them to their original location.
4. Alcoholic beverages and disorderly conduct are not permitted in the park.
5. Grills and fireplaces are provided at the Lions Park for cooking. No ground fires!
6. Musical bands, or amplified musical systems and communication systems are not allowed in the park without special permissions from the Board of Commissioners. Radios may be played as long as they do not disturb others in the park.
7. Before a person or group can sell any article or service, they must submit a Special Event Permit Application.
8. **A full refund less a \$5.00 service fee will be given for cancellations made no less than 30 days before the reservation date.**

**PLEASE OBSERVE PARK HOURS, SPEED LIMITS, AND PARKING AREAS.**

Shelter House Requested: **Lions Dodds Polhill** Date: Polhill Keypad Code Issued: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Organization: \_\_\_\_\_ Person Applying: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Shelter House Rental Fee: \$65

**Office Use Only**

Date Reservation Fee Paid: \_\_\_\_\_ By: \_\_\_\_\_

Payment Type: Check # \_\_\_\_\_ Cash \_\_\_\_\_ Recurring Event: **Yes No**