



LENA COMMUNITY PARK DISTRICT
 609 N. Schuyler Street Lena, IL 61048
 815.369.5351



2025 SHELTER HOUSE RESERVATION FORM

Thank you for the interest in our parks. Reservations are being taken for Lions, Dodds and Polhill Park Shelter houses. A **\$65.00** reservation fee is required for this service. The fee must be paid at the time the reservation is made. Reservations are not transferable.

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! Hot coals from personal grills should be dumped in the permanent park grills.
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. Park hours, speed limits and park areas must be observed at all times.
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.**

Shelter House Requested: **Lions Park** **Dodds Park** **Polhill Park** **(circle one)**

Reservation Date: _____ Start Time: _____ End Time: _____

Name: _____

Organization (if applicable): _____

Address: _____ Cell Phone: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Office Use Only	Shelter House Rental Fee: \$65
Date Reservation Fee Paid: _____	LCPD Staff: _____
Payment Type: Check # _____ Cash _____	Amount Paid: _____
Recurring Event: Yes No	Polhill Keypad Code Given: Yes No