2018

Crawfordsville Community Center
Parks & Recreation Department
922 E. South Boulevard
Crawfordsville, Indiana 47933
Ph : (765) 364-5175 Fax: (765) 364-5179

Milligan Park Shelter Facility Rental Rates & Policy Statement

PHILOSOPHY

It is the goal of the Park & Recreation Department to rent the North and South Milligan Park shelters as community interest demands. At "non-programmed" times these shelters may be rented for social functions such as; but not limited to: family reunions, birthday parties, club and organizational meetings, etc. No alcoholic beverages are permitted in the shelter facilities, or on park grounds. The tables in the shelters are limited; therefore, additional tables and chairs may be necessary for large groups or functions.

RENTAL RATES

NORTH SHELTER - $40 +tax (42.80)

Has approximately 15 tables
Has handicapped restrooms across park drive
Near Welliever Field, War Memorial, Old Bandstand
Has 4-5 electrical plug-ins

RENTAL RATES

SOUTH SHELTER - $40 +tax (42.80)

Has approximately 15 tables
Near the skate park
Closest to the Milligan Park swimming pool
Has 4-5 electrical plug-ins
Has overhead lighting

RENTAL POLICIES

1. Fee must be paid in full at the time the reservation is made by cash, check, credit or debit card. Any exceptions to this policy will be made at the Office Manager's discretion, and only under special circumstances.
2. Rental fee is based on use of the facility for the entire day rented.
3. Rentals may be made no later than 12:00 noon on the last business day prior to the rental.
4. Rental fee is not refundable if the function is canceled with less than 48 hours notice. In the case of bad weather, you may have a credit for another date or request a refund.
5. Persons or groups renting the facility will be responsible for getting the trash to the trash cans.
6. The individual/group making the reservation is responsible for the cost of making repairs for damage to the facility beyond normal wear and tear.
7. When group members are under the age of 18, adequate adult chaperones must be provided at a suggested ratio of 1 adult/15 young adults or children.
8. A reservation is limited to the area specifically rented and no other.
9. Any violation of these rules may cause denial of future requests.
10. A park maintenance employee will be on-call for the day of rental should there be any damage to the facility or dispute of the rental by others.

RENTAL FORM

By completing this form and signing below, you certify you have read and agree to the terms of the above Policy Statements.

Date of Rental:_____ ☐ North Shelter ☐ South Shelter ☐ Elston Shelter Approx. # Attending:_____

First Name:_____ Last Name:_____

Business or Organization: ☐ No ☐ Yes - Name:_____

Address:_____ City, St, Zip:_____

Home Phone:_____ Work/Cell Phone:_____

How would you like 8½ x11 sign to read?:_____

_____ _____
Renter's Signature Date

Tax Exempt Organization: ☐ (Tax certificate copy needed)

IMPORTANT INFORMATION IN CASE OF QUESTIONS ON THE DAY OF YOUR SHELTER RENTAL:

Call this cell phone (918-5055) the day of your rental if you encounter any problems, or call Tyler Stewart at the Crawfordsville Community Center (364-5175 ext. 2609) for assistance.

Thank you in advance for your cooperation in keeping our park facilities and grounds clean and enjoyable for everyone!