

## MACKEN PARK - SHELTER HOUSE RULES AND REGULATIONS

1. Arrive at your reserved site within 15 minutes of the designated starting time. Failure to comply will result in forfeiture of your reservation. You must vacate the site at your designated ending time if another group is waiting to use the facility.
2. City ordinance #3883 prohibits all alcoholic beverages, including beer, on park property, which includes the parking area. Violators are subject to arrest and prosecution. Groups not adhering to this regulation will have future reservation requests denied.
3. Public address systems, loud speakers, and similar apparatus are prohibited in the park unless permission is granted by the Parks and Recreation Board. Dance bands, orchestras, record hops, dance parties, and similar activities are prohibited.
4. No pop up tents or canvassed coverings will be allowed in the parks unless associated with a shelter reservation on the day of the event. Special permission may be granted to set up these additional apparatus on a request basis.
5. There will be a \$25.00 fee for any changes made on your reservation. This applies to resident and non-resident reservations.
6. All unauthorized vehicles, commercial and private, are prohibited beyond the designated areas, thus all picnic and sports equipment, etc. must be carried to the picnic areas and ball diamonds.
7. Applicant is responsible for leaving the facilities in a clean and presentable condition. Please use receptacles for trash.
8. If the reservation is not used and not canceled, future reservations may not be approved.
9. Reservations are limited to one shelter per reservation date and multiple reservation dates are not allowed.

10. Fees	Residents:	
	Shelters #1, #2, #3, #4	No charge
	Park Service Shelter #6	No Charge
	Wick Shelter #7	No Charge
	Non-Resident Shelter Reservations:	
	Shelters #1 and #4	\$75.00 (per 6 hours)
	Shelters #2 and #3	\$45.00 (per 6 hours)
	Park Service Shelter #6	\$75.00 (per 6 hours)
	Wick Shelter #7	\$30.00 (per 6 hours)
	<u>Each</u> additional 6 hours or less	\$35.00
	Festival Shelter #5	\$250.00 (6 hours) plus \$100.00 deposit
	Reservations in <u>excess</u> of 6 hours but less than 9 hours	- \$50.00 additional
	Reservations in <u>excess</u> of 9 hours but less than 12 hours	- \$100.00 additional
Reservation Change Fee	\$25.00	

Shelters #1 & #4 hold approximately 100 people, Shelters #2 & #3 hold approximately 60 people  
Park Service Shelter holds approximately 80 people, Shelter #7 holds approximately 20 and Festival Shelter holds approximately 200 people

**REFUND POLICY - NO REFUNDS WILL BE ISSUED UPON THE CANCELLATION OF A PICNIC SHELTER IN MACKEN PARK INCLUDING FOR INCLEMENT WEATHER.**