

CITY OF LA SALLE
Parks & Recreation
745 Second Street, LaSalle, IL 61301
(815) 223-3755



SHELTER RESERVATION APPLICATION

Shelter _____ Date: _____

Organization/Purpose _____

Number of Guests _____

Time of Arrival _____ Time of Departure _____

Applicant/Responsible Party for the Group

Name _____

Address _____

City _____ State & Zip _____

Phone _____ (home) _____ (work)

Signature of Applicant _____

Office Use Only

Approved _____ Denied _____ Reason _____

Fee Paid _____ Date _____ Check # _____

Received By _____

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SHELTER RESERVATION POLICY

1. Reservations will be accepted for all shelters at Hegeler Park, Pulaski Park, and Matthiessen Park for dates between May 1st and September 30th only.
2. Reservations will be taken on a first-come, first served basis.
3. Reservations must be made at least one (1) week prior to the reservation date, but reservations for any calendar year will not be accepted prior to the first business day of that year.
4. Shelter reservations will not be accepted for groups of more than 150. Not all shelters will accommodate groups of this size.
5. There will be a reservation fee, based upon the shelter requested. Picnics for approved school groups and other non-profit organizations, if scheduled on a weekday (Monday-Friday), may be exempted from fees. There will be no fee waivers for reservations on weekends or holidays.
6. To make a shelter reservation, or for more information, contact Julie Gunia, Administrative Assistant at 223-3755 Ext. 5026.
7. The following information will be required for reservations: Reservation date, requested shelter, expected time of arrival and departure, the purpose of the reservation, maximum number of people expected, organization's name (if applicable), and the name, address, phone number, and signature of the person responsible for the group and the person making the application.
8. The reservation fee must accompany the application, and must be received within one (1) week of the application date. Checks should be made payable to: LaSalle Parks and Recreation. Completed applications and fees may be mailed to the address above or returned to City Hall in person.
9. Reservations will be held for one (1) hour past the stated time of arrival. If cancellations are made at least 48 hours prior to reservation date, fees will be refunded, minus a \$10.00 service charge. No refunds will be given for cancellations made less than 48 hours in advance.
10. As soon as your completed application and fees are received, you will receive a confirmation notice by mail. This notice will also explain the proper procedure for making a cancellation. Complete park rules and parking regulations will be included.
11. An approved and confirmed shelter reservation is considered a proper permit for alcoholic beverages at your picnic. Please read the section of Park Rules entitled "Alcoholic Beverage Restrictions for all City Parks".

SEE OTHER SIDE FOR LIST OF SHELTERS, FEES, AND WHAT IS INCLUDED

SHELTERS AND FEES

HEGELER PARK, LARGE SHELTER: located on south side of Hegeler Park; close to playground, parking lot, swimming pool; adjacent (handicapped accessible), drinking water and large charcoal grill adjacent to shelter. The shelter has up to 14 tables. **RESERVATION FEE: \$75.00** – Full shelter, all day or any portion of the day. Fee includes electricity.

HUGHETT MEMORIAL SHELTER: located just north of the swimming pool in Hegeler Park; parking in either pool lot or north parking lot, very close to sand volleyball courts, young children's playground, softball diamond, and tennis courts just northwest of shelter; closest restrooms are outside of pool building; drinking water adjacent to shelter. The shelter has six permanent tables and wood burning fireplace (must bring own firewood).

RESERVATION FEE: \$50.00 – Full day or any portion of the day. Fee includes electricity.

HEGELER NORTH SHELTER: located at the northwest edge of the park, near Little League ball diamond; close to tennis courts; rest rooms located outside of concession building; charcoal grill adjacent to shelter; drinking water close by. The shelter has 4 permanent tables. NO ELECTRICITY. **RESERVATION FEE: \$50.00**/full shelter all day or any part of the day.

PULASKI PARK LARGE SHELTER: located in Pulaski Park, near 5th & Crosat Streets, close to restroom facility (handicapped accessible); playground on north side of park is clearly visible from shelter. Extension cords are necessary to carry electricity from outlet box to shelter. The shelter has up to 14 tables. A large charcoal grill is adjacent to shelter. **RESERVATION FEE: \$75.00**/full shelter all or any portion thereof. Fee includes electricity.

PULASKI PARK GAZEBO: located in the center of Pulaski Park. Popular location for outdoor weddings or for use as a bandstand when music is desired for receptions, etc. which are being held in the large shelter. Shelter may also be used for small group picnics. Up to 4 tables will be placed in the gazebo upon request. **RESERVATION FEE: \$50.00**/full shelter all day or any portion thereof. Fee includes electricity.

MATTHIESSEN PARK SHELTER: located in Matthiessen Park, near 9th and Laharpe Streets; charcoal grill adjacent to shelter; shelter has 4 permanent tables; playground close to and clearly visible from the shelter; restrooms located on outside of Program Center building; close to Sr. League ball diamond; horseshoe courts on north side of park.

RESERVATION FEE: \$50.00/shelter all day or any portion thereof. Fee includes electricity.

ROTARY SHELTER: located in Rotary Park, 2845 E. 5th Road, shelter by the playground. The shelter has 7-8 tables. Electricity in the shelter. Charcoal Grill adjacent to shelter. Indoor restrooms are close by. **RESERVATION FEE: \$75.00**/full shelter all day or any portion thereof. Fee includes electricity.

BACIDORE SHELTER: located in Rotary Park, 2845 E. 5th Road, shelter by the soccer fields. Electricity in the shelter. The shelter has up to 4 tables. Indoor restrooms are close by. **RESERVATION FEE: \$50.00**/full shelter all day or any portion thereof. Fee includes electricity.

EUREKA SHELTER: located in Rotary Park, 2845 E. 5th Road, shelter by the parking lot/baseball diamond. The shelter has up to 4 tables. Electricity in the shelter. Indoor restrooms are close by. Bag games and mini playground.

RESERVATION FEES: \$50.00/full shelter all day or any portion thereof. Fee includes electricity.

WHAT THE RESERVATION COVERS: On the day of your reservation, a park maintenance crew will clean your shelter before your stated time of arrival. A RESERVED notice will be posted on the shelter listing the name of the group or person making the reservation and the expected time of arrival and departure. This guarantees your reservation. Restrooms will be cleaned and paper installed. When your picnic/party is concluded, the maintenance crew will remove all trash from cans and clean the shelter (the morning after your gathering). Your fee covers the cost of these services and is not refundable, except in the case of advance cancellation as stated in the Shelter Reservation Policy.

PLEASE NOTE: You are responsible for placing all trash, including table coverings, decorations, in trash cans at the conclusion of your party.