

CITY OF CARLYLE PARK SHELTER RESERVATION POLICY

Fish Hatchery

Key Pad Code:

1. Pay a \$50 deposit and a \$25 rental fee at Carlyle City Hall.
2. In order to access the Fish Hatchery Shelter on the day of your reservation a key pad code is required. The code will be changed weekly.
3. Please remember that when your group reserves the Fish Hatchery Shelter that they do not have private access to the Fish Hatchery park grounds.
4. Leave shelter in the condition in which it was found and lock the doors to the shelter.

Park Pavilions & Grade School

1. Pay a \$25 deposit and a \$25 rental fee at Carlyle City Hall.
2. The shelters are available at 9:00 a.m.
3. Leave the shelter in the condition in which it was found.

General Information

- The City Park Shelters close at 11:00 p.m.
- The annual season for use of the City Park Shelters is from May 1st - October 31st
- Obtain and keep the receipt that includes the date for your use.
- If the reservation is cancelled less than two weeks prior to the date reserved you will not receive a refund on the rental fee, you will only receive the deposit back.
- At the end of every month Carlyle City Hall will type up checks for the Deposit Refund and mail them out. If you would like to pick up your check contact City Hall.
 - Any or all of the deposit could be forfeited due to the problems during rental by your group. The City of Carlyle reserves the right to charge you for any damage beyond the cost of the deposit.
- If you have any questions, please feel free to contact the Parks Department at 594-5205 or City Hall at 594-2468

Date Reserved: _____

Fish Hatchery

Park Pav #1

Park Pav #3

Grade School

Park Pav #2

Park Pav #4

For any questions or problems on the day of rental please contact the Park Director at: 618-267-7686