

CITY OF CARLYLE PARK SHELTER RESERVATIONS



Rental Fee

- \$75 rental fee for the Fish Hatchery Shelter
- \$25 rental fee for the City Park and Grade School Pavilions

Availability

- The Fish Hatchery Shelter is available year-round.
- Pavilions 1-4 and the Grade School pavilion are available May 1st through October 31st.

Guidelines

- The Park Shelters are available from 9:00 a.m. to 11:00 p.m.
- When you reserve a shelter, you only have private access to that shelter and not the park grounds.
- If the reservation is cancelled less than two weeks prior to the date reserved, you will not receive a refund.
- If there is bad weather on the day of your rental, you will not receive a refund.
- Please leave the shelter in the condition in which it was found.
 - If any damages occur, you will be held responsible to pay for repairs.
 - Please clean up afterwards. For example, any confetti, water balloons, trash, etc.
- Do not adjust the temperatures on the thermostat.
 - If any damages occur, you will be held responsible to pay for repairs.
- Balloons are not allowed in any shelter with a fan.
 - They get caught in the fans and are causing damage. We will charge a \$50 fee.

COVID-19 Guidelines

- As long as we are in Phase 4 the park shelters are open with a gathering limit of up to 50 people.
- Please continue to maintain social distancing, wear face coverings, frequently wash your hands, etc.

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Reservation Date: _____

Fish Hatchery

Park Pavilion #1

Park Pavilion #2

Grade School

Park Pavilion #3

Park Pavilion #4

A keypad code is required to access the Fish Hatchery Shelter. The code is changed regularly.

Keypad Code:

By signing this form, I agree to the guidelines above and understand that I could be held financially responsible for any damages and unfollowed guidelines.

Signature: _____

Date: _____

For any questions or problems on the day of rental please contact the Maintenance Supervisor at 618-780-4509 or Park Director at 618-267-7686