



SHELTER RESERVATION INFORMATION

The Rockford Park District is proud to help our community enjoy life by providing sheltered areas to celebrate a variety of life's important events. We ask that you help us preserve our parks by following these simple regulations and working together to keep our parks beautiful.

The Rockford Park District promotes a safe and healthy environment in which to work and play, to offer feedback please visit Rockfordparkdistrict.org or call our Customer Experience team at (815) 987-8800.

To report an emergency, call 911; to report vandalism or a non-emergency related matter, please call (815) 966-2900.

Please read the Property Use Agreement printed on your receipt	
✓ Dogs are allowed at our parks but must be always leashed and cleaned up after.	x Knives, firearms, or other weapons of any kind, or any fireworks or other explosive substance of any kind are <u>not</u> permitted. <i>Pursuant to 430 ILCS 66/65 and RPD Ordinance 9.10</i>
✓ Print shelter reservation receipt and bring with you.	x Smoking is <u>not</u> permitted in in parks and facilities. <i>RPD Clean Air Ordinance 9.18</i>
✓ Restrooms & playgrounds are open to the public.	x No parking in posted areas.
	X Carry-in alcoholic beverages are <u>prohibited</u> in parks and facilities. <i>RPD Ordinance 10.4</i>

Please read the following Frequently Asked Questions

You have the shelter reserved for the day as listed on your receipt from 10:00 a.m. to 9:00 p.m. Decorating, set-up, or clean-up must be completed during the time you have the shelter or area reserved.

We **must be** notified within **48 hrs.** of inclement weather cancellations. You can reschedule your event for a future date based on the picnic area's availability, or a full refund may be granted.

The Olson Swedish Heritage Shelter & Sinnissippi Twin Shelters offer games and equipment. This key can be obtained for a \$25 refundable key deposit. Martin Park requires a key for entry to the shelter and bathrooms. Please pick up the key by the Friday before your reservation at one of our customer service locations which includes Carlson Ice Arena, 4150 N. Perryville Rd, or The UW Sports Factory, 305 S. Madison St. For hours of our locations, please visit our website at rockfordparkdistrict.org. Deposits can be made by credit or debit card only.

A special use permit is required for activities that exceed shelter capacity, amplification with speakers for speaking or music, DJ services (shelters that permit for sound amplification are: Olson Swedish Heritage, Anna Page, Blackhawk, and Levings Lake) live entertainment (bands, magician, clowns, comedians, etc.) large equipment of

any kind, inflatable equipment, bull riding machine, or for use of property for purposes other than a picnic (weddings, fundraisers, and team practices) popcorn/cotton candy/snow cone machines and food trucks.

- To obtain a special use permit please contact the Customer Experience Operations Coordinator at 815-969-6031.
- Certain uses, activities, and equipment may be restricted to limit damage or risk to users, (e.g., dunk tanks, pools, and bounce houses with water features, horses, animal rentals, and petting zoos are not permitted)
 - Bounce houses do not require a special use permit; however, there is a bounce house fee to have the bounce on park district property. Bounce house vendors must provide a certificate of insurance listing the Rockford Park District as additionally insured at least two weeks prior to the event date. If the vendor is providing employees, they must provide proof of statutory workers compensation coverage. *If the bounce house is not approved, the RPD reserves the right to charge an additional administration fee of \$110.*