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# Outdoor Recreation Shelters



## Rental Information

Plan your family or group outing at Munster Parks and Recreation's great outdoor shelters.

Choose From Ten Locations:

- Beech Park
  - Bluebird Park
  - Centennial Park (2)
  - Cobblestones Park
  - Community Park (2)
  - Frank H. Hammond Park
  - Grove Park
  - Stewart Park
  - Westlakes Park
  - White Oak Park
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To Outdoor Recreation Shelter Renters:

Thank you for choosing one of Munster Parks and Recreation's outdoor recreation shelters as the site for your upcoming event. It is our hope that you will find the facility conducive to your event and that the experience will be a positive one. The outdoor recreation shelters are available to rent throughout the year, weather permitting.

The rental fee that you pay for the use of the shelter is **non-refundable**. The **only** exception is in the case of inclement weather. If inclement weather prevents your rental from being held, the rental fee minus an administrative charge will be refunded.

A 7% sales tax is added to all rental fees and a \$125.00 security/cleaning deposit is required as well. It is the responsibility of the renter to return the shelter to its pre-rental condition. **Should cleaning not be completed following your rental, you will forfeit your \$125.00 security/cleaning deposit, and Munster Parks and Recreation will assess a \$50.00 per hour fee for the time needed to clean the facility.**

On the following pages, you will find important rental information. Please read through the information carefully.

Thank you for allowing Munster Parks and Recreation the opportunity to be of service to you. If you have any questions or concerns, please do not hesitate to call Munster Parks and Recreation at (219) 836-PARK (7275).

Groups of 15 or more must reserve the shelter for a gathering.  
A permit will be issued at time of reservation.

## Park Shelters

For your outdoor event, consider one of Munster Parks and Recreation’s park shelters. These open-air shelters can be reserved all day from dawn to dusk or for a minimum of 4 hours. Rates are listed below for daily, weekend, and holiday rates.

Not-for-Profit rates are for Munster-based businesses only and are applicable Monday through Thursday only. A 7% sales tax will be added to all rental fees. A \$10 fee will be charged for rescheduling.

Groups larger than the listed maximum must receive permission and pricing from the Superintendent of Recreation before a reservation can be made.

Park Shelter	Seating	NFP*	Weekday Resident 4 Hours	Weekday Non-Resident 4 Hours	Friday/Weekends & Holidays Resident 4 Hours   All Day		Friday/Weekends & Holidays Non-Resident 4 Hours   All Day	
Centennial Park East/West	100	\$20	\$40	\$60	\$200	\$300	\$300	\$450
Amenities: Two shelters, East & West, indoor restrooms, drinking fountain, electricity, playground, eight 12 foot picnic tables, and walking paths.								
Community Lions Shelter	144	\$20	\$40	\$60	\$160	\$240	\$240	\$360
Amenities: Shelter, indoor restrooms, drinking fountain, electricity, playground, twelve 12 foot picnic tables, and walking paths.								
Community Rotary Shelter	100	\$20	\$40	\$60	\$160	\$240	\$240	\$360
Amenities: Shelter, indoor restrooms, drinking fountain, electricity, playground, eight 12 foot picnic tables, and walking paths.								
White Oak Park	96	\$20	\$40	\$60	\$160	\$240	\$240	\$360
Amenities: Shelter, seasonal porta potty, drinking fountain, electricity, playground, pickleball court, twelve 12 foot picnic tables, ball fields, and walking paths.								
Beech, Bluebird, Cobblestones, Grove, Frank Hammond, Stewart, West Lakes	48	\$10	\$20	\$30	\$ 80	\$120	\$120	\$180
Amenities: All have a shelter, seasonal porta potty, playgrounds, drinking fountains, and walking paths. <b>Ballfields:</b> Beech, Bluebird, Cobblestones, Frank Hammond, Grove. <b>Basketball:</b> Cobblestones, Grove, West Lakes. <b>Pickleball:</b> Frank Hammond. <b>Soccer:</b> Grove, Stewart, West Lakes. <b>Tennis:</b> Bluebird, Cobblestones, Frank Hammond, Grove. <b>Volleyball:</b> Frank Hammond, West Lakes. Field Rental: \$15 per hour (2 hour minimum). Munster Residents Only!								
Briar Creek, Burlwood, Sunnyside, Twin Creeks	8	Formal reservations no accepted. Drop in use only. Groups cannot exceed 15 people, per ordinance.						
Damage Deposits are required on all shelter reservations and collected at time of booking: \$125								

## **Making Your Reservation**

1. Reservations are taken at the Munster Town Hall Parks Department, 1005 Ridge Road, Munster. **ALL RESERVATIONS MUST BE MADE IN PERSON.**
2. The full cost of the rental, plus a \$125 security/cleaning deposit, is due at the time you reserve the shelter. Approximately one week after the rental, the security/cleaning deposit will be mailed back to the renter as long as the shelter is clean, no damage has been done and no police or staff member(s) had to be called to the site.

**OUTDOOR RECREATION SHELTER RENTAL FEES ARE NON-REFUNDABLE.** The **only** exception is in the case of inclement weather. If inclement weather prevents your rental from being held, the rental fee minus an administrative charge will be refunded.

3. The hours of your rental must include the time necessary for your group to set up and clean the shelter. Groups renting shelters will not be afforded any additional time at the beginning or end of the rental.
4. Groups larger than the listed maximum **must** receive permission and pricing from the Superintendent of Recreation prior to reserving shelter. Larger groups at Centennial Park may rent both shelters.
5. A \$10 fee will be charged for rescheduling your event. Rescheduling fee does not apply to adding additional hours to your rental only to date/time changes.
6. Holidays include: Memorial Day, Fourth of July and Labor Day.

## **Rules and Regulations**

1. Groups of 15 or more must secure a rental contract/permit to use the shelter.
2. The rental time of the shelter includes both the setup time and cleaning time. No additional time is permitted on the day/night of the rental.
3. The rental fee is non-refundable. The **only** exception is in the case of inclement weather. If inclement weather prevents your rental from being held, the rental fee minus an administrative charge will be refunded or credited to the renter's account.

4. The renter may not begin set up at the shelter prior to the time specified on the rental agreement form - no exceptions will be made. This includes dropping off supplies, materials and catering prior to the scheduled time. The renter must also clean the shelter and leave by the time specified on the rental agreement form.
5. The curfew for all parks is dusk.
6. Picnic tables, garbage cans and other furnishings may be moved during the rental time, but **must** be returned to their original positions before leaving the park area. **NO PARK DEPARTMENT PROPERTY SHALL BE REMOVED FROM ANY PARK.**
7. All decorations (streamers, balloons, signs, etc.) must be taken down and discarded. Use of glitter, confetti, and other small particulate items are prohibited. Use of these items will cause forfeiture of security/cleaning deposit.
8. If the shelter is not properly cleaned after a rental, the renter or organization will forfeit the \$125.00 security/cleaning deposit, and Munster Parks and Recreation will assess a \$50.00 per hour fee for the time needed to clean the shelter.
9. The renter is responsible for the conduct of all persons in attendance at the park. The renter (contact person or organization) will be held financially responsible for any damage to the shelter, park facilities, or property of Munster Parks and Recreation as a result of the rental. This includes damage done by caterers, DJ services, bands, decorations, etc.
10. The renter assumes all risk, loss, damage or injury to persons or property. Munster Parks and Recreation is released from all claims for such loss, damage or injury sustained while using the shelter.
11. Alcohol and fireworks are not allowed in any park.
12. Smoking is prohibited within fifteen (15) feet of any park patron, structure or play equipment.
13. No grilling or open fire is allowed in any park.
14. Glass containers are prohibited.
15. Petting zoos, pony rides, dunk tanks, etc. are prohibited.
16. Selling items to the public is prohibited.

## **Thorguard Lightning Prediction System**

The *Thorguard Lightning Prediction System* was installed in the parks to warn patrons of the dangers of lightning. When the 15-second **warning horn** sounds you should:

1. Clear the park immediately or seek proper shelter.
2. Do not return to the park or move out of shelter until **3 short horn blasts** sound. This is the **all clear** sound.
3. If the **all clear** sound does not sound after 30 minutes, dangerous weather is still in the area and the activity should be canceled.
4. Stop and seek shelter anytime you believe lightning threatens you, even if a signal has not been sounded.

## **Parking**

Parking is not allowed outside the marked parking areas of each park. Parking on grass, sidewalks, or pathways is prohibited.

## **Special Equipment and Insurance**

Groups may bring in special equipment (i.e. moonwalks, climbing walls) if no potential damage to the shelter and park area can occur and the equipment is not a fire hazard. If you would like to bring in special equipment, you must first receive approval from the Munster Parks and Recreation Superintendent of Recreation. In addition, the renter must provide a special rider insurance certificate with a minimum limit of \$1,000,000, naming the Town of Munster as an additional insured. This certificate must be submitted to the Superintendent of Recreation prior to the rental date.

For more information, please call (219) 836-PARK.

## Security/Cleaning Deposit Forfeiture

### **You will forfeit your deposit if:**

1. Groups arrive at the shelter prior to the scheduled time. This includes dropping off supplies, materials, and catering prior to the scheduled time.
2. The shelter is **not properly cleaned** and returned to its pre-rental condition.
3. **Damage** is done to the shelter or other park facility from this rental.
4. Police or parks department staff are called out to the rental due to unruly behavior of renters and their guests.
5. If there is evidence that **alcohol or fireworks** were present in the park. Renters are responsible for informing their guests that alcohol and fireworks are not allowed in any park.
6. The rental time exceeds the scheduled time.

## Other Rental Services

### **Neighborhood Baseball/Softball Field, Tennis Courts, Basketball Courts, Misc. Fields/Areas.**

\$15/per hour (Two hour minimum)

*You must be a Munster resident to reserve these fields.*

### **Picnic Table Rental\***

\$30 per table (10 table minimum)  
*Includes delivery*

*You must be a Munster resident to reserve tables.*

*\*A \$125 damage deposit is due at the time of booking.*

## Frequently Asked Questions

- 1. May groups enter the shelter earlier than the time they have it rented?**  
*No. Groups are not permitted to enter the shelter until their scheduled start time. Groups that do enter the shelter early will automatically forfeit the cleaning/ security deposit and be charged a minimum of one (1) hour additional time.*
- 2. May groups set up the shelter any way they want?**  
*As a general rule, the shelter can be set up in any way that the group would like, as long as it is returned to the way it was set up when the group arrived. Decorations are allowed, as long as they do no damage, and are taken down at the end of the rental. Tables or other items that are bolted down are not to be moved.*
- 3. Are alcoholic beverages or fireworks allowed?**  
*Alcoholic beverages and fireworks are not allowed at any park.*
- 4. What is the curfew for the parks?**  
*The curfew for all parks is dusk.*
- 5. Must groups clean the shelter after the rental?**  
*Yes.*
- 6. What if weather prevents the rental from occurring? Do I get a refund?**  
*Inclement weather is the only exception in which a refund will be made. If inclement weather prevents your rental from being held, the rental fee minus an administrative charge will be refunded. The rental can be rescheduled or the rental fee minus the administrative charge will be refunded..*
- 7. What number do I call in the event of a problem at the shelter?**  
*If there is a problem at the shelter, please call 911. They will notify the appropriate parks and recreation department staff.*
- 8. What if our group shows up to the shelter at the scheduled time and another group is using the shelter?**  
*It is recommended that groups bring a copy of the rental agreement to the shelter in the event this situation occurs. Calmly show the agreement to the person in charge. If problems persist, please call the police non-emergency number for assistance.*
- 9. Are grills allowed?**  
*No grilling is allowed in any park.*
- 10. Can I drive on the grass or pathway to unload items?**  
*Vehicles are prohibited from driving on grass, sidewalks, or pathways.*
- 11. Can I have a DJ or band?**  
*A DJ, band, speakers, etc. is permitted as long as music cannot be heard more than 100 feet from the shelter. This is for everyone's enjoyment of the park.*