



OUTDOOR



PARK SHELTER

RENTAL INFORMATION

Plan your family or group outing at one of the outdoor shelters located in our beautiful parks in the Town of Munster.



1005 Ridge Road
Munster, IN 46321
(219) 836-7275

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. You must be at least 21 years of age to reserve a shelter.

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 refundable damage 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, or other violation of rules or the shelter user agreement occur, you will forfeit your refundable damage 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).

Munster Parks and Recreation Staff

Shelter Rental Information

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 for daily, weekend, and holiday rates. Not-for-Profit (NFP) rates are for Munster-based organizations only and are applicable Monday through Thursday. A 7% sales tax will be added to all rental fees and a \$125 refundable damage deposit is also required. A \$10 fee will be charged for rescheduling. Groups larger than the listed maximum must receive permission and pricing from the Superintendent of Recreation and Park Board approval before a reservation can be made.

Centennial Park, East or West Shelters | 1005 N. Centennial Drive

Amenities: Indoor restrooms, drinking fountain, electricity, playground, 8-12’ tables, and walking paths. Centennial Park Hours are dawn to 10 pm. Parking fees apply to all rentals (\$2/hr. \$5/day).

Capacity	Not for Profit Munster Only	Weekday 4 Hours	Friday, Weekends & Holidays 4 Hours or All Day	
		Resident Non-Res	Resident	Non-Res
100	\$25	\$50 \$75	\$175 \$260	\$255 \$380

Community Park, Lions or Rotary Shelters | 8601 Calumet Avenue

Amenities: Indoor restrooms, drinking fountain, electricity, playground, Lions (12-12’ tables) Rotary (7-10’ and 6-8’ tables), and walking paths.

Lions Rotary Capacity	Not for Profit Munster Only	Weekday 4 Hours	Friday, Weekends & Holidays 4 Hours or All Day	
		Resident Non-Res	Resident	Non-Res
144 100	\$25	\$50 \$75	\$175 \$260	\$255 \$380

White Oak Park Shelter | 9700 White Oak Avenue

Amenities: Seasonal porta potty, drinking fountain, electricity, playground, pickleball courts, 12-10’ picnic tables, soccer fields, and walking path.

Capacity	Not for Profit Munster Only	Weekday 4 Hours	Friday, Weekends & Holidays 4 Hours or All Day	
		Resident Non-Res	Resident	Non-Res
100	\$25	\$50 \$75	\$175 \$260	\$255 \$380

Neighborhood Park Shelters

Neighborhood Park Shelters are only available to rent to Munster Residents and include: **Beech, Bluebird, Cobblestones, Grove, Frank Hammond, Stewart, and West Lakes Parks**. Amenities: Seasonal porta potty, playgrounds, drinking fountains, and walking paths.

Capacity	Not for Profit	Weekday 4 Hours	Friday, Weekends & Holidays 4 Hours or All Day
48	\$15	\$30	\$95 \$135

Briar Creek, Burlwood, Sunnyside, and Twin Creek Parks.

Formal reservations are not required. Drop in use only. Groups cannot exceed 15 people per ordinance.

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.** You must be at least 21 years of age.
2. The full cost of the rental includes hourly rate, sales tax and a \$125 refundable damage deposit, is due at the time you reserve the shelter. Payments include: Visa, Mastercard, Discover, AMX, cash and checks.
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. 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.
5. Groups larger than the listed maximum must receive special permission and pricing from the Superintendent of Recreation prior to reserving shelter and will require Park Board approval. Larger groups at Centennial Park may rent both shelters.
6. Holidays include: Memorial Day, Fourth of July and Labor Day.

Refunds

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.

REFUNDABLE DAMAGE DEPOSIT. Approximately one week after the rental, the refundable damage deposit will be mailed back to the renter as long as the shelter is clean, no damage has been done, no violations of rules or user agreement occurred, and no police or staff had to be called to the site.



Rules and Regulations

1. Groups of 15 or more must secure a rental contract/permit to use the shelter. Attendance at facility is not allowed to exceed capacity.
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. 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.
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 curfew for all parks is dusk except for Centennial Park, which is 10 pm.
5. Picnic tables are bolted to the ground and cannot be moved. Garbage cans 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.**
6. 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 damage deposit.
7. If the shelter is not properly cleaned after a rental, or a violation of rules or user agreement occurs, the renter or organization will forfeit the \$125 refundable damage deposit, and Munster Parks and Recreation will assess a \$50.00 per hour fee for the time needed to clean the shelter.
8. 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, decorations, etc.
9. 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.
10. Alcohol and fireworks are not allowed in any park. Glass containers are prohibited.
11. Smoking is prohibited within fifteen (15) feet of any park patron, spectators, structure or play equipment.
12. No grilling or open flames allowed in any parks.
13. DJ, bands or amplified equipment are not allowed.
14. No additional tents, tables or chairs are permitted to bring in to exceed shelter capacity. Petting zoos, pony rides, dunk tanks, etc. are prohibited.
15. Selling items to the public is prohibited.

Lightning Prediction System

The 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. Loading and unloading of items must occur from the parking area. Centennial Park is a pay to park facility. Parking fees apply to all your guests and can be paid at the meter near the shelters (\$3/hr. \$6/day). Effective April 1-October 31 annually, parking violations will be issued to patrons who do not pay at the meter.

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.

Damage 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, fireworks or grilling 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.
7. If any violation of the shelter rules or the shelter user agreement occurs.

Park Locations

Beech Park	8101 Beech Avenue
Bluebird Park	1900 Holly Lane
Centennial Park	1005 S. Centennial Drive
Cobblestones Park	801 Treadway Road
Community Park	8601 Calumet Avenue
Frank Hammond Park	1101 Fran-Lin Parkway
Grove Park	8201 Tapper Avenue
Stewart Park	1600 Fran-Lin Parkway
West Lakes Park	9701 Margo Lane
White Oak Park	9700 White Oak Avenue



Frequently Asked Questions

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.

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.

Are alcoholic beverages or fireworks allowed? Alcoholic beverages and fireworks are not allowed at any park.

What is the curfew for the parks? The curfew for all parks is dusk, except for Centennial Park, which is 10 pm.

Must groups clean the shelter after the rental? Yes.

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.

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.

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/permit to the shelter in the event this situation occurs. Calmly show the agreement to the person in charge. If problems persist, please call 911 for assistance.

Are grills allowed? NO grilling is allowed in any park.

Can I drive on the grass or pathway to unload items? Vehicles are prohibited from driving on the grass, sidewalks or pathways.

Can I have a DJ or band? Music is not permitted including, DJ's, bands, or amplified equipment.



1005 Ridge Road
Munster, IN 46321
(219) 836-7275