

1 Adrian Marks Drive  
Frankfort, IN 46041  
(765) 659-3422  
FAX (765) 659-6792  
fpark@frankfort-in.gov

**SHELTER RENTAL AGREEMENT**

APPLICANT (Group, Club, Organization) \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Shelter Requested: \_\_\_\_\_

Date (s): \_\_\_\_\_ Times: \_\_\_\_\_

Purpose: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Extraordinary Service Required: \_\_\_\_\_

**PARK SHELTER RATES:**

- TPA Park Shelters 1 & 2 (48 people) -- \$40.00
- TPA Park Shelters 3, 4, & 5 (88 people) -- \$60.00
- TPA Park Large Shelter (144 people) -- \$100.00
- TPA Park Table Area (4 tables/32 people) -- \$20.00
- Green Street Park Shelter -- \$40.00
- Circle Park Shelter -- \$40.00

By my signature hereon, I attest that I have the authority to sign on behalf of the Applicant seeking to use the above Park Property, that I acknowledge that use of the Park Property is at Applicant's sole risk and that I have read and understand all of the Park Property Rules and Regulations and agree to abide by them.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT OR REPRESENTATIVE

*Application and Payment must be turned in to the Park Office two (2) weeks after the booking confirmation listed.*

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OFFICE USE ONLY

B.O.W. DATE APPROVED: \_\_\_\_\_

B.O.W. DATE DENIED: \_\_\_\_\_

\_\_\_\_\_

Parks Department Signature

Booking Date Confirmation: \_\_\_\_\_

Payment due (2 weeks): \_\_\_\_\_

DISTRIBUTION: Copy 1 – Applicant  
Copy 2 – Parks Department

## **PARK PROPERTY RULES AND REGULATIONS**

*The term "Park Property" includes all land, water, buildings and other improvements under the jurisdiction of the Board of Public Works and the City of Frankfort Parks Department. The Park Properties include public parks, swimming pools, splash pads, athletic and sports facilities and various other facilities. These rules and regulations are intended to enhance the quality of our Park Properties and their use by the general public. The violation of any Park Properties Rule or Regulation occurring as a result of the activity subject to an approved permit may result in the immediate revocation of the permit.*

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|-----------------------|--|
| USE/HOURS             | 1. The use of any Park Property is subject to these "Park Property Rules and Regulations," which may be amended from time to time, as well as all posted rules; in the event a rule posted by the Department upon a Park Property is inconsistent with these Park Properties Rules or Regulations, the posted rule shall control. All Park Properties with the exception of outdoor swimming pools and splash pads and except as otherwise designated shall be open for public use on a year-round basis. Park Properties close at 11:00 p.m. unless otherwise designated, or upon written permission of the Department. The Park Superintendent may temporarily close or curtail activities upon any lands or waters, or any portions thereof, when it has been deemed necessary. Overnight camping is prohibited in the Park Properties. |
| SMOKING               | 2. Use of tobacco or e-cigarettes is prohibited inside and within 25 feet of all buildings and shelters, within children's playground areas, and within all Park Properties constituting "parks" as designated by the Department, and in their associated grounds. Please note that additional restrictions may apply to the use of tobacco or e-cigarettes or other substances, including local ordinances, state statutes, including (without limitation) rules that are posted upon the Park Property.  |
| SOLICITING<br>& SALES | 3. No person shall canvass or solicit any contributions within Park Properties. No person shall sell, peddle, offer or display for sale any goods, wares or merchandise without the written permission of the Board of Public Works.   |
| GAMBLING              | 4. Indiana state law prohibits any game of chance within any Park Property except pursuant to a Charity Gaming License issued by the Indiana Gaming Commission. (IC 35-45-5-1 et seq. and IC 4-32.2-1-1 et seq.)   |
| VANDALISM             | 5. No person shall injure or damage any tree, plant, flower, or pull, cut, dig up or in any manner, mutilate any of the trees, shrubs, flowers, vines or plants of any kind or character in any Park Property. No person shall injure or otherwise cause damage to any Park Property building, structure or fence. Anyone causing damage will be prosecuted.   |
| BEVERAGES             | 6. No glass bottles or containers are allowed within Park Properties at any time other than those used and sold by a permitted caterer in connection with such services.   |
| ALCOHOL               | 7. Alcohol is not permitted in City Parks with the exception of approved events at Prairie Creek Park or otherwise permitted by a valid written authorization approved by the Board of Public Works.   |
| DRUGS                 | 8. Narcotic drugs or controlled substances are strictly prohibited within Park Properties.   |
| DOGS                  | 9. All pets (dogs, cats, etc.) shall be under the direct control of the owner by means of a leash, and are not allowed in any buildings within Park Properties with the exception of service animals permitted by the Americans with Disabilities Act and regulations thereunder. Pet owners must clean up after their pets. Pet owners that bring animals into the Park Property shall have a plastic bag or other container to dispose of any feces of the animal.   |
| HUNTING               | 10. No person shall kill, trap or pursue with intent to kill or trap any birds, waterfowl, squirrel, rabbit or other animals within any Park Property.   |
| FISHING               | 11. No person shall catch or attempt to catch fish or aquatic life except where so designated.   |
| FIREWORKS             | 12. No person shall bring into or have in one's possession, or set off any fireworks in or upon any Park Property.   |
| WEAPONS               | 13. No person shall bring into or have in one's possession, or fire any firearms, knives, or weapons in or upon any Park Property.   |
| LITTERING             | 14. No person shall drop, throw, or place any refuse (which includes trash, garbage, or rubbish, regardless of composition) in any Park Property except in designated receptacles. Refuse shall not be brought into a Park Property for disposal.  |

- ADVERTISING 15. No person shall, without written permission of the Parks Department post or fix any bill, to any building, fence or other structure within any Park Property, or otherwise distribute any advertisements or circulars on Park Property.
- SALES 16. No person shall sell, peddle, offer or display for sale any goods, wares or merchandise without the written permission of the Board of Public Works.
- SWIMMING 17. Swimming, wading, and bathing (including personal bathing) is prohibited in all city parks except in designated swimming or splash pad facilities.
- FIRES 18. No person shall make any fire except in fireplaces provided for this purpose. No ground fires are permitted. Candles are not permitted within the Park Properties.
- CONDUCT 19. All persons are forbidden to use threatening, abusive, or indecent language or commit any obscene or indecent act or fight within any Park Property.
- PERMITS 20. Special use of Park Properties for entertainment, demonstrations, or exhibitions requires written approval by the Board of Public Works. Insurance requirement must be met. No admission may be charged for any function unless approved by the Board of Public Works.
- 21. Park Properties, unless reserved or permitted by the Parks Department shall be available on a first come, first served basis. A fee will be collected for use of certain facilities or for use reservations.
- 22. ALL OF THE AFOREMENTIONED RULES REQUIRING WRITTEN PERMISSION REQUIRE THAT SUCH PERMITS BE CARRIED AND PRODUCED UPON DEMAND.

ALL USE OF PARK PROPERTY IS FURTHER SUBJECT TO ALL LOCAL ORDINANCES INCLUDING WITHOUT LIMITATION THE FRANKFORT MUNICIPAL CODE, AS WELL AS STATE AND FEDERAL STATUTES AND REGULATIONS, AND ALL RULES POSTED UPON PARK PROPERTIES BY THE DEPARTMENT.

Once a reservation is made for a shelter the rental fee is **NON-REFUNDABLE**, regardless of weather conditions or requester change of location. Any change of an existing reservation to a different location will require a new rental fee with no refund of existing fee. Questions regarding reservation can be answered by contacting the Parks Department at (765) 659-3422 Monday – Friday between the hours of 8 AM and 3:30 PM.

***By my signature hereon, I attest that I have read and understand the above Park Property Rules and Regulations and agree to abide by them, that I have the authority to sign on behalf of the Applicant seeking to use a Park Property, and that use of the Park Property is at Applicant's sole risk.***

\_\_\_\_\_ Date \_\_\_\_\_  
*Applicant Signature*

