

Town of Normal Parks and Recreation Shelter Rental Information for 2020

Reservations by individuals or groups are taken beginning the first business day in March at the Parks and Recreation office. We have **nine (9) total shelters available for rental**, as listed below. Reservations are made for the entire day. Shelters can be reserved 9am-9pm. The **other 18 shelters are available on a first-come, first-serve** basis (exception: Safety Town Depot is managed through rentals, birthday parties, etc. – NOT subject to fees below).

The **rates are only charged for rentals between April 15-October 15**, which will closely mirror water in fountains and permanent restrooms. Outside of those dates, we will NOT reserve shelters (exceptions may be school reservations). Holidays noted below are Memorial Day, Fourth of July and Labor Day.

The following is a list of park picnic shelters that can be reserved through the Normal Parks and Recreation office:

SHELTERS	Page	Address	Weekday Rates (Mon-Thu)	Weekend/Holiday Rates (Fri-Sun & Holidays)
David S. Anderson East Shelter	4	501 E. College Ave.	\$30	\$50
Fairview Park Shelter	5	801 N. Main St.	\$30	\$50
Ironwood Park Shelter	5	1900 N. Linden St.	\$30	\$50
Maxwell Park Shelter	6	307 N. Parkside Rd.	\$30	\$50
One Normal Plaza Shelter	6	1000 Beech St.	\$30	\$50
Shepard Park Shelter	7	750 Hershey Rd.	\$30	\$50
Underwood Park South Shelter	7	200 Jersey Ave.	\$30	\$50
Underwood Park Brander Shelter	8	900 S. Linden St.	\$30	\$50
David S. Anderson West Shelter	4	501 E. College Ave.	\$20	\$40

Note: *Maxwell Park Shelter will not be available for reservations beginning 7/15/20 due to park improvements.*

Renter Eligibility: You must be 18 years of age or older and be authorized by the applicant/organization (if you are not the applicant), to sign a reservation agreement. **Chaperones:** When the planned activity is primarily for people under 18 years old, the person signing the reservation agreement will be responsible for the entire group. The renter of the pavilion must be present during the entire duration of the event.

Cancellation: All requests to cancel a shelter reservation must be made in writing. Cancellation requests received 14 or more days from the reservation date will be refunded less a \$5 processing fee. Refund will be issued via check/household credit. ***Cancellations with less than 14 days' notice from the reservation date will not be refunded.***

Inclement Weather: We rent our picnic shelters "rain or shine". **Please be aware that the rental fee for a picnic shelter will not be refunded in the event of inclement weather.** Under dire weather circumstances the Department, at its discretion, may permit rescheduling the rental or provide a refund.

Sound Amplification: If you are planning on having amplified sound at your event (microphones, DJ's, loud music, etc.), you must go to the Normal Police Department – 100 East Phoenix Avenue, to obtain a Sound Amplification Permit.

The rental fee will be charged at the time of the reservation.