

Centennial Park Shelter-93rd & Nashville	No electric.	Max 100 people.	Restroom at ballfields.	*8 tables
Columbus Manor Shelter-99th & Melvina	No electric	Max 50 people	1 Port-a-potty	*4 tables
-grilling is NOT allowed at the Columbus Manor shelter				
Memorial Shelter -102nd & Major	No electric.	Max 80 people.	Has restrooms in park.	*5-7 tables
Wolfe Wildlife Shelter-109th & Laramie	Has electric for additional cost.	Max 100 people.	2 Porta-potties.	*10-12 tables
Worthbrook Shelter-89th & Ridgeland	(west shelter only/near playground) No electric.	Max 50 people.	1 Porta-potty.	*3-5 tables

-No additional tables will be provided at the site. Number of tables may vary and cannot be guaranteed.

-Availability and cleanliness of restrooms or port-a-potty's can never be guaranteed as these are for public use in the parks. If this is an area of concern, then we recommend renting an indoor facility.

\$100 rental fee plus **\$100 deposit fee** for all gazebos.

\$50 additional fee for electric (Wolfe only).

Rules and Regulations will be reiterated on the 2nd page of the receipt and emailed to renters. Current email must be on file to rent a shelter.

RULES AND REGULATIONS FOR SHELTER/GAZEBO USE

- Renter is required to have a copy of your receipt available during rental, in case you need to provide proof of reservation. Groups or individuals holding an authorized permit have priority over other groups and individuals for use of specified shelter.
- Permit for use of shelter does not promise renter use, or allow for exclusive use of, any other amenities in the park.
- Resident who is listed on the permit must be present during the rental.
- Shelter use hours are between 8:00am – 10:00pm.
- All groups or individuals who have a permit for any Park District park/grounds will be responsible for the area being left in a clean and orderly state after their scheduled use. Deposits shall not be returned when an excessive amount of clean-up time or materials are required by Park District maintenance personnel to clean park/grounds after said use, and additional fees/fines may be imposed.
- Decorations are not to be taped or secured to any area of a park structure. Deposits shall not be returned if it is found that decorations were taped or secured to any area of a park structure.
- No piñatas or confetti. Candy and/or confetti left behind is dangerous for the wildlife. Deposit will not be returned if it is found that renter is in violation of this rule.
- No inflatables, tents/canopies of any size, or generators of any kind are allowed in parks. Deposit will not be returned if it is found that renter is in violation of this rule, and a ticket and fine of up to \$200 may be issued by the Oak Lawn Police Department.
- Permit holders at Centennial, Memorial, Wolfe, and Worthbrook are allowed to use the provided charcoal grills at the site or their own charcoal grills, so long as they are placed adjacent to the shelter and any coals are properly disposed of in the provided charcoal rings or stand-alone charcoal grills at site. Patron must provide their own charcoal. **GRILLING IS NOT ALLOWED AT COLUMBUS MANOR.** Deposit will not be returned if it is found that renter is in violation of this rule, and a ticket and fine of up to \$200 may be issued by the Oak Lawn Police Department.
- Propane grills/smokers/cookers are prohibited in all parks. Deposit will not be returned if it is found that renter is in violation of this rule, and a ticket and fine of up to \$200 may be issued by the Oak Lawn Police Department.
- No vehicles are allowed in the parks or on the grass at any time. We encourage renters to bring wheeled carts to bring items to the shelter from their cars. Deposit will not be returned if it is found that renter is in violation of this rule, and a ticket and fine of up to \$200 may be issued by the Oak Lawn Police Department.
- Use of food trucks in parks is subject to Special Use permit along with additional fee and deposit.
- All functions conducted on District property must be in accordance with District rules, regulations, ordinances and policies governing the use of Park system as enumerated in the Oak Lawn Park District Code. Detailed information can be found at www.olparks.com/about-us/reports.
- Gatherings of minors must be chaperoned by a person twenty-one years of age or older with at least one adult per 15 minors. The permit holder is responsible for the conduct of the group.
- Due to the popularity of specific parks, there will be no rain dates approved as an alternate date on a permit.
- Please be respectful of others using the parks by keeping the volume of music to a minimum and by using appropriate language.
- Violation of any rule/ordinance will result in loss of deposit and possibility of ticket and fine of up to \$200 from Oak Lawn Police Department.
- The Park District may revoke any permit previously granted, at any time, if it is determined that the application for permit contained any misrepresentation or false statement, or that any condition set forth in the policies governing the permit requested is not being complied with, or that the safety of the participants in the activities of the applicant or other patrons or visitors in the parks is endangered by the continuation of the activity.

Deposit return information

- The \$100 security deposit will be returned to the patron if there is no reported damage after property is inspected and there have been no violations of any rules or ordinances. If the deposit was paid for via credit card, then a refund to the card will be processed within 7 days after the rental date. If the deposit was paid by cash or check, then the deposit will be processed by check within 7 days after the rental date and mailed within 3 weeks after the rental.
- In the case of damages to equipment or property, deposit will not be refunded and renter will be contacted by the Maintenance Department and compensation for damages will be expected.
- In the case of Park District staff or Oak Lawn Police intervention at site due to failure to follow rules and regulations, deposit will not be returned and there will be potential for a ticket and fine of up to \$200 from Oak Lawn Police Department..

Refund information

- Rentals that are cancelled 7 days or more in advance of the scheduled rental date will be charged a 10% processing fee.
- Rentals that are cancelled within 7 days of the rental date will lose their \$100 security deposit and will be charged a 10% processing fee.
- If renter requests a refund and the payment was made by cash or check, then they have the option to receive a household credit, or to receive a check in the mail within 3 weeks after Maintenance Department receives notification of the request.
- If renter requests a refund and the payment was made via credit card, then they have the option to receive a household credit, or a refund to the card will be processed within 7 days after Maintenance Department receives notification of the request.