

FACILITY RENTAL POLICIES

1. These rates apply to all individuals, businesses, and organizations.
2. Reservations are accepted first-come-first-served up to one year in advance. Inquiries may be made by telephone, but reservations must be made in person, unless using a credit card. All reservations made more than sixty days in advance are required to pay a \$10 non-refundable holding fee to reserve a facility. The balance of the rental amount and deposit are due sixty days prior to the rental date. If the full payment is not received by this time, the Department of Parks and Recreation will consider the reservation canceled and will rent the facility to another individual, business or organization, if requested. Reservations made less than sixty days in advance of use will be required to pay the full amount at the time the reservation is made.
3. Cancellations must be made at least 10 days prior to the rental date. If a cancellation is made more than 10 days prior to the rental date, a full refund will be given, with the exception of a \$10 holding fee. Cancellations made less than 10 days prior to the rental date will receive a refund of the damage/clean-up/key deposit, half of the rental fee is refunded.
4. All facilities require a \$50 damage, clean-up, and/or key deposit in addition to rental charges payable by cash, check, MasterCard, Visa, Discover or bank debit card. Provided the key is returned (if applicable), the facility is cleaned properly and there is no damage, the deposit, if paid by cash or check will be returned by mail approximately two to three weeks after the date of usage. If paid by credit/debit card the refund will be credited back to the card the following Monday.
5. Sale of items, usage after 11 p.m., charging admission, and playing amplified music require the completion of a Special Use Permit Application and advance approval of the Department of Parks and Recreation prior to a reservation being made, but not less than 10 working days in advance of the planned reservation.
6. Alcoholic beverages are permitted in the parks except where specifically prohibited and posted.
7. All rental time outside park public access hours of 5:00 a.m. to 11:00 p.m. carries an additional charge of \$25/hour above and beyond rates charged during public access hours.
8. If you have a question or a problem with a facility, please call 634-6482 during business hours, 634-6400 after 5 p.m. or 680-7069 weekends and holidays.

Park	Facility	Capacity	Rental Fee	Kitchen	Kitchen Rental
Binder Park	Pavilion	100	\$10/hour	no	n/a
Binder Park	Lake Deck	75	\$10/hour	no	n/a
North Jefferson City Park	Pavilion	250	\$15/hour	yes	\$10 flat fee
Ellis-Porter/Riverside Park	Pavilion	280	\$15/hour	yes	\$10 flat fee
Ellis-Porter/Riverside Park	Amphitheater	900	\$5/hour	no	n/a
Memorial Park	Pavilion	450	\$15/hour	yes	\$10 flat fee
McClung Park	Outdoor Pavilion	285	\$15/hour	no	n/a
McClung Park	Indoor Pavilion (non-alcohol)	200	\$20/hour	yes	included
McClung Park	Indoor Pavilion (with alcohol)	200	\$40/hour	yes	included
Shikles Recreation Center	Gymnasium	240	\$15/hour	no	n/a
Washington Park Ice Arena	Multipurpose Room (in season)	80	\$15/hour	yes	included
Washington Park Ice Arena	Multipurpose Room (off season)	80	\$25/hour	yes	included
Washington Park Ice Arena	Ice Arena (non-ice/off season)	1000+	\$75/hour	no	n/a
Washington Park	Washington Park Center (non-alcohol)	45	\$20/hour	yes	included
Washington Park	Washington Park Center (with alcohol)	45	\$40/hour	yes	included

All outdoor pavilions have enough picnic tables, restrooms, barbecue pits, water fountains and water spigots to accommodate the designated capacity. Those facilities with kitchens also have sinks, counter space, refrigerators and serving areas.