



# Shelter Reservation Application

**AREA** PARK NAME - RENTAL AREA REQUESTED **EVENT DATE** **STARTING/ENDING TIME** **# OF GUESTS**

**GROUP TITLE/NAME**

**CONTACT NAME**

**ADDRESS** NUMBER AND STREET CITY STATE ZIP

**PHONE** HOME WORK/MOBILE **EMAIL**

**APPLICANT'S SIGNATURE**

**DATE**

BY SIGNING THIS APPLICATION, I ACKNOWLEDGE THAT THE PARKS AND RECREATION DEPARTMENT IS NOT RESPONSIBLE FOR CIRCUMSTANCES BEYOND THEIR CONTROL SUCH AS BEES, MOSQUITOES, RAIN, COLD WEATHER, VANDALISM, ETC.

**PICK UP KEY BEFORE NOON ON \_\_\_\_\_**

**ENCLOSED SHELTERS** These facilities are fully enclosed buildings with electricity and restrooms. Great year round events!  
 Rates: Jayne Snyder Trail Center (cap. 100)– \$260.00 (4 hrs, \$65/add'l hr.) + \$150.00 damage/key deposit.  
 Antelope (cap. 100) or Bethany (cap. 170) – \$110.00 (4 hrs, \$27.50/add'l hr.) + \$50.00 damage/key deposit.  
 Van Dorn (cap. 40) – \$90.00 (4 hrs, \$22.50/add'l hr.) + \$50.00 damage/key deposit.  
 Auld Pavillion (cap. 225) - \$260 (4 hrs, \$65 add'l hr.) + \$250 damage deposit.

**OPEN SHELTERS** These structures are open to enjoy the park atmosphere. Perfect for Spring-Fall events!  
 Rates: \$50.00 for one block (8am-2pm or 4pm-10pm) – All day rental \$100.00 (8am-10pm).  
 The Union Plaza Amphitheater is \$150.00 (4 hours). Shelters that require a electrical key have a \$20.00 deposit.  
 Locations: Antelope 1 (cap. 64), Antelope 2 (cap. 48), Bethany 2 (cap. 56), Cooper (cap. 64), Densmore (cap. 48), Havelock (cap. 50), Henry (cap. 50), Holmes 1 (cap. 50), Holmes 3 (cap. 64), Mahoney 1 (cap. 48), Mahoney 2 (cap. 56), Oak Lake (cap. 64), Peter Pan (cap. 48), Roberts (cap. 64), Roper 1\* (cap. 32), Roper 2 (cap. 64), Tierra (cap. 50), University Place (cap. 72), and UPCO (cap. 64). \*Keys not required.

**MASTER TABLES** Large picnic style tables that are not covered. Perfect for reunions and picnics!  
 Rates: \$40.00 for one block (8am-2pm or 4pm-10pm) – All day rental \$100.00 (8am-10pm)  
 Locations: Antelope 3 (cap. 150), Bethany 1 (cap. 84), Holmes 2 (cap. 200), and Peter Pan 2 (cap. 50).

**RESERVATION PROCESS** Online reservations may be requested by visiting parks.lincoln.ne.gov and click on "Reserve a Park Area". If reserving using this form: return the completed application form along with the fee. All reservation requests are processed on a first come, first served basis. No reservations are made prior to payment being received.

**RENTAL FEE & KEY DEPOSIT** The damage/key deposit must be in cash or check format. Damage deposit refunds are given upon return of the key, providing that the rental area is clean and did not have alcoholic beverages on location. The rental fee is required at the time of reservation.

**REFUNDS** Refunds will be given upon completion of a refund request form within seven (7) working days prior to any reservation date. Refunds will be given on rain outs on park master tables only. All other requests will be considered on an individual basis. Please allow two to three weeks for your refund to be processed. There will be a \$25.00 processing fee assessed to all refunds requested by the public.

**IMPORTANT RESERVATION POLICIES**

Your designated rental time includes set up and clean up – no early arrivals.  
 Although the Parks & Recreation Department strives to keep shelters in a clean condition, unscheduled use before your reservation may affect the shelter condition.

**PAYMENT**

Lincoln Parks & Recreation  
 Attn: Reservations  
 2740 "A" St., Lincoln, NE 68502  
**FOR ADDITIONAL INFORMATION, CONTACT:**  
 Office: (402) 441-7847  
 Fax: (402) 441-9249  
 E-mail: reservations@lincoln.ne.gov  
 Hours: Monday - Friday  
 8:00am - 4:30pm  
 lincoln.ne.gov (keyword: reservation)

OFFICE USE ONLY	
AMOUNT \$	_____
DATE RECEIVED:	_____
CASH CREDIT CHECK #	_____
STAFF	COMMENTS _____
_____	
_____	
REVISED 08.2016	